THE CITY OF OKLAHOMA CITY
HOTEL CERTIFICATE OF REGISTRATION

The following information is required for all hotels, motels and bed and breakfast that operate within the city limits of The City of Oklahoma City. Upon completion of the Hotel Certificate of Registration, a Certificate of Authority shall be issued which empowers each hotel to collect the five and one half percent (5.5%) hotel tax pursuant to Oklahoma City Municipal Code, Chapter 52, Article III, Hotel Tax. The Hotel Certificate of Registration must be completed and returned to The City prior to the commencement of business. Please mail the Hotel Certificate of Registration to:

City of Oklahoma City
City Treasurer's Office
420 W Main St, Suite 130
Oklahoma City, OK 73102
(405) 297-2229

1. Legal Name of Hotel: _____
2. DBA Name of Hotel: _____
3. Physical Address of Hotel: _____
4. Physical City, State, Zip: _____
5. Phone Number (Hotel): _____ Facsimile Number (Hotel):_____
6. Contact Name: _____
7. Contact Phone Number: _____ Contact Facsimile Number:_____
8. Operator Legal Name: _____
9. Operator Address: _____
10. Operator City, State, Zip: _____
11. Operator Phone Number: _____ Operator Facsimile Number: _____
12. Owner Legal Name: _____
13. Owner Address: _____
14. Owner City, State, Zip: _____
15. Owner Phone Number: _____ Owner Facsimile Number: _____
16. Business Commencement Date: _____ Total Number of Rooms to Rent: _____
17. Hotel License #: _____ Sales Tax #: _____ Federal ID #: _____

_____ _____
Printed Name/Title: Signature

_____ _____
Printed Title: Date:

DO NOT WRITE BELOW THIS LINE

Certificate Number: _____ Date of Issuance: _____

Notes Comments: _____