



**HOTEL BOOKING AGENT
REGISTRATION FORM**

This form is used to register for a Hotel Booking Agent license. For additional information, refer to the General Information section of the instructions.

NOTE: You will need to obtain a Sales Tax license before registering for a Hotel Booking Agent license. To register for Sales, Use, and Hotel Occupancy tax and Sale Tax license complete the Pennsylvania Online Business Tax Registration available at mypath.pa.gov.

SECTION I EXISTING ACCOUNT INFORMATION

The registering entity must have an existing Sales, Use, and Hotel Occupancy account and Sales Tax license. Enter the Sales Tax license number below.

Sales Tax License Number

SECTION II ENTITY INFORMATION

Entity Legal Name		Federal Employer Identification Number (FEIN)	
Entity Trade Name (if different than legal name)	Telephone Number	County	
Entity Street Address (do not use PO Box)	City/Town	State	ZIP Code
Entity Mailing Address (if different than street address)	City/Town	State	ZIP Code

Enter the date the entity will begin activities as a Hotel Booking Agent

SECTION III AUTHORIZED SIGNATURE

I, (We) the undersigned, declare under the penalties of perjury that the statements contained herein are true, correct, and complete.

Type or Print Name	Authorized Signature (attach power of attorney, if applicable)	Date
Email Address	Title	Telephone Number
Type or Print Preparer's Name	Title	Date
Email Address	Telephone Number	

Upon printing, please sign the Hotel Booking Agent Registration Form and submit to: ra-bfttregisfax@pa.gov.



Instructions for REV-1840

Hotel Booking Agent Registration Form

REV-1840 IN (SU) 04-24

GENERAL INFORMATION

This form is used to register for a Hotel Booking Agent license. A booking agent is a person or entity that facilitates or collects payment for hotel accommodations on behalf of or for an operator.

Booking agents facilitate the short-term booking of an occupancy on behalf of an operator located in Pennsylvania. A booking agent must charge, collect, and remit hotel occupancy tax on the "accommodation fee," which is an amount charged by the booking agent in excess of the discount room charge.

The booking agent must also charge, collect, and remit hotel occupancy tax on the discount room charge, as well as any other consideration received for the occupancy, except for gratuities (although the agent may be entitled to claim a credit for the amount of tax paid directly to the operator).

Accommodation fee is the amount charged by the booking agent in excess of the discount room charge and is subject to tax.

Discount room charge is the amount received by the operator of the hotel.

⚠ IMPORTANT: If you are not facilitating or collecting payment for short term rentals and merely publish advertisements for accommodations, the entity is not a booking agent.

SECTION I

SALES TAX LICENSE NUMBER

Enter the 8-digit Sales Tax license number assigned to the entity.

⚠ IMPORTANT: You will need to obtain a Sales Tax license before registering for a Booking Agent license. To register for Sales, Use, and Hotel Occupancy tax complete the Pennsylvania Online Business Tax Registration application available at mypath.pa.gov.

SECTION II

ENTITY LEGAL NAME

Enter the legal name of the entity.

FEDERAL EIN

Enter the Federal Employer Identification Number (FEIN) assigned to the entity by the Internal Revenue Service.

ENTITY TRADE NAME

Enter the name by which the entity is commonly known (doing business as, trading as, also known as), if it is a name other than the legal name. If the entity has a fictitious name registered with the PA Department of State, enter it here. If the trade name is the same as the legal name, enter "Same."

TELEPHONE NUMBER

Enter the telephone number for the entity.

ENTITY STREET ADDRESS

Enter the physical location of the entity. A post office box is not acceptable.

ENTITY MAILING ADDRESS

Enter the address where the entity prefers to receive mail, if at an address other than the entity street address. A post office box is acceptable.

SECTION III

AUTHORIZED SIGNATURE

Owner, general partner, officer, or agent signature is required. Enter the title and daytime phone number of the person who signed the form. Attach Power of Attorney document, if applicable.

The person authorizing this registration must be an active owner, partner, officer, or other responsible party for the entity. You may verify and update this information on mypath.pa.gov.

TYPE OR PRINT NAME

Type or print the name of the person who signed the document, enter their email address, and the date it was signed.

TYPE OR PRINT PREPARER'S NAME

Type or print the name of the preparer, and the title of the person who prepared the form, if other than the owner, partner, or officer. Enter the preparer's daytime telephone number, email, and the date the form was prepared.

WHERE TO FILE

Upon printing, please sign the Hotel Booking Agent Registration Form and submit to: ra-bftregisfax@pa.gov.