

# **OBTAINING A COPY OF YOUR CERTIFICATE OF REGISTRATION WITH MA DEPT OF REVENUE FOR YOUR SHORT-TERM RENTAL**

You ***must*** register **each** property you offer for Short-Term Rent with the Department of Revenue using **MassTaxConnect**:

<https://www.mass.gov/info-details/register-your-business-with-masstaxconnect>

Registering your property(s) with MassTaxConnect means you are given an online account. You ***need*** access to this online account to obtain your Certificate of Registration.

- Login to your MassTaxConnect account at this link:  
[https://mtc.dor.state.ma.us/mtc/ /](https://mtc.dor.state.ma.us/mtc/)
- Once logged in, locate the **'Room Occupancy Consolidated'** tax type (*see visual below*)
- Once you have located the Room Occupancy Consolidated tax type, locate the **'View Operator's Properties'** hyperlink and select it (*see visual below*)

The screenshot shows the MassTaxConnect interface. On the left, it displays 'Room Occupancy Consolidated' with a redacted address and 'NORTHAMPTON MA 01060-1125'. The main area is divided into two sections. The top section is for the '2022 Return' (Monthly Casual) with a status of 'Received' and a 'View or Amend Return' link. The bottom section is for the 'Account' (ROC: [redacted]-005, Monthly Casual) with a balance of '\$0.00'. On the right side of the account section, there are several links: 'Make a Payment', 'View Returns', 'Add a Room Occupancy Property', 'View Operator's Properties' (highlighted in yellow), and 'Close Tax Account'.

- Once you have selected View Operator's Properties, you will be brought to an overall list titled **'Room Occupancy Operator's Property List'** (*see visual below*)
- This will list your registered rental property(s), from which you should locate the Short-Term Rental you are getting the Certificate of Registration for
- Once you have located the appropriate Short-Term Rental, click the **'View Certificate'** hyperlink located to the *left* of the address (*see visual below*)

The screenshot shows a table titled 'Room Occupancy Operator's Property List'. The table has columns for Certificate ID, Property Name, Property Address, 14 Days or Less, Commence, and Cease Date. There is one row of data with a 'View Certificate' link highlighted in yellow to the left of the address.

	Certificate ID	Property Name	Property Address	14 Days or Less	Commence	Cease Date
Active	C00 [redacted]	[redacted]	[redacted] NORTHAMP	Not Applicable	01-Jul-2019	

- The hyperlink will bring you to your Certificate of Registration. Please **save and send a copy of the Certificate within your application and/or renewal application for your Short-Term Rental.**

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**\*\*\* A COPY OF YOUR CERTIFICATE OF REGISTRATION IS REQUIRED FOR \*\*\***  
**YOUR SHORT-TERM APPLICATION AND/OR RENEWAL**

The Certificate of Registration is to certify your MA Department of Revenue account. If you are looking for more detailed information on this process and/or the Room Occupancy Excise Tax of Massachusetts, please visit this link:

<https://www.mass.gov/info-details/room-occupancy-excise-tax>

If you require assistance, please contact our office at:

[healthdepartment@town.dennis.ma.us](mailto:healthdepartment@town.dennis.ma.us) or (508) 760-6158