File your monthly Report

1. On the Home screen, click on the **Dashboard** link (A).

2. Select the certificate number from the drop down box for the hotel you would like to pay (A) and click on the **File Report** link for the month you would like to pay(B).

3. The Hotel information (Certificate Number, Month to Pay, Hotel Name, Hotel Address, Sales Tax Number and Federal ID) will be pre-populated (A). The first time you file a report, enter the information for the tax payer (B). Select the taxpayer from the dropdown box (C). Enter your Gross Receipts, number of rooms available and number of rooms sold (D).

Pay Monthly Tax Report

Gross Receipts   Exemptions   Amount Due   Payment Details   Submit Payment

Step 1 (Enter Gross Receipts): A

Certificate Number:	7037
Month To Pay:	October 2016
Hotel Name:	Finance Department Hotel
Hotel Address:	420 W MAIN ST
Sales Tax Number:	STS-99999999-99
Federal ID:	99-9999999
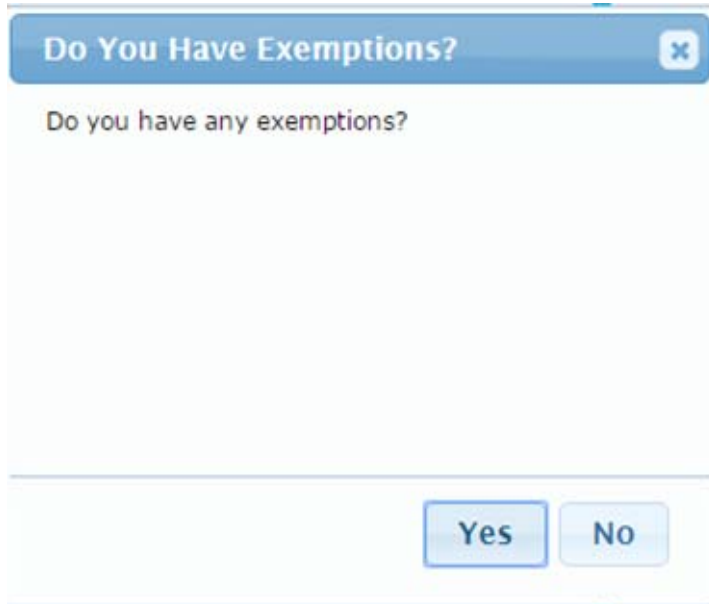
B Tax Payer: -- Add New Tax Payer -- ▼ ✱ C

Tax Payer Name: John Doe ✱

Email Address: John.Doe@FinanceDepartmentHotel.com ✱

Tax Payer Address: 420 ✱

City: Oklahoma City ✱ State: OK ✱ Zip: 73102 ✱

Phone: (405) 999-9999 ✱ Fax: (405) 999-9999

Please enter the total amount of all lodging furnished to guests during the selected month.

Gross Receipts from Room Rentals: $100,000.00 ✱ D

Number of Rooms Available: 1000 ✱

Number of Rooms Sold: 600 ✱

Next

4. The system will ask if you have any exemptions. If you do, press **Yes**, if not press **No**.
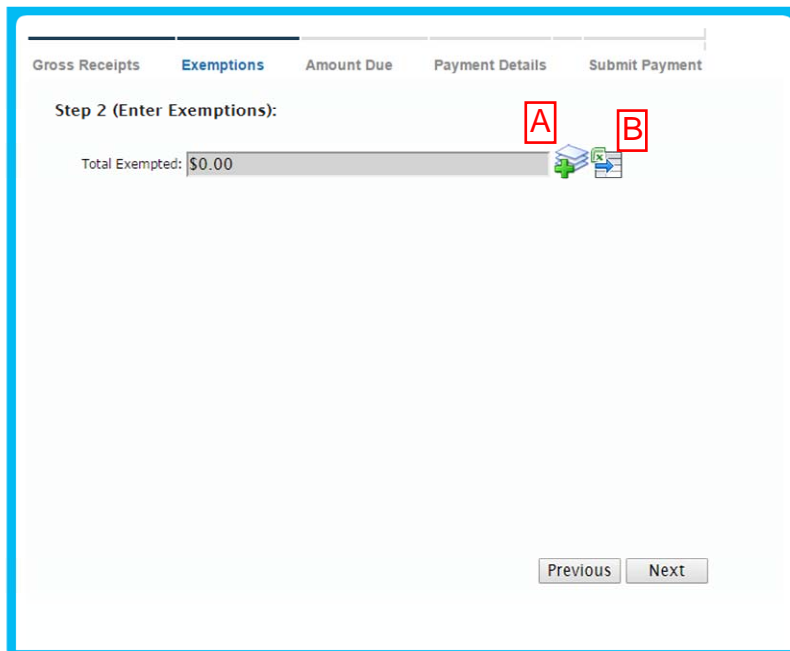
Do You Have Exemptions?

Do you have any exemptions?

Yes   No

5. There are two methods of inputting exemptions. You can either add the rows **manually** by clicking the "Add Row" icon (A) or you can **upload** your exemptions by clicking the "Upload" icon (B).

Pay Monthly Tax Report

Gross Receipts	Exemptions	Amount Due	Payment Details	Submit Payment

Step 2 (Enter Exemptions):

A   B

Total Exempted: $0.00

Previous   Next

6. INPUTTING EXEMPTIONS MANUALLY: Click on the "Add Row" icon.   The Edit Exemption Box will appear. Enter the information for the exemption.   Click **Submit** (A) when complete. Repeat this option for each exemption.

Edit Exemption ☒

Record 1 of 1

Amount Exempted: $0.00	Status: Checked Out ▼
Check In Date:	Check Out Date:
Number Of Rooms:	Rate:

Name Of Occupant: Fed ID Card (First 6 digits)

Organization Name:

Exemption Type: -- Make Selection -- ▼

Previous   Next   Submit   Cancel

A

7. UPLOADING EXEMPTIONS: Click on the "Upload" icon.   The dialogue box will appear. You can download the template to be used in the upload by clicking the **here** link (A).
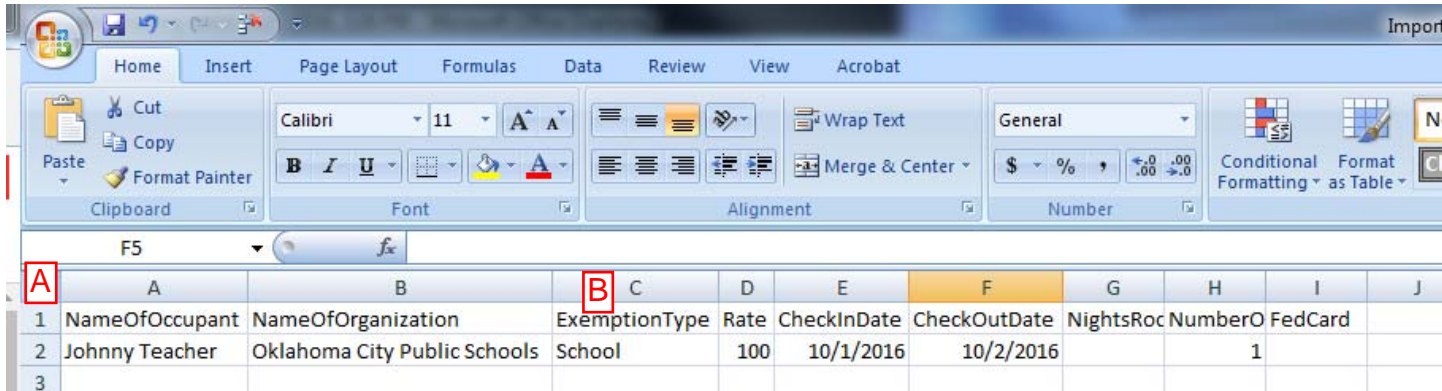
Please Select A CSV File To Upload Exempti... ☒

If you have a large number of exemptions you can upload a csv file to import them all at once. To download the template needed click here A

Choose File No file chosen

Submit   Cancel
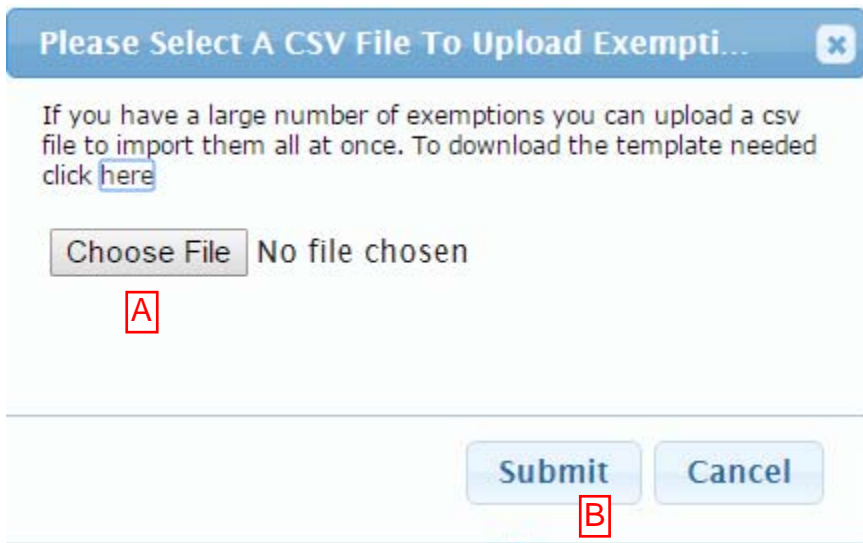
8. Add the exemptions information in the columns (A). Please do not add any columns as this will cause the exemptions to not upload properly. Note that the **Exemption Type** (B) must be typed in **<u>EXACTLY</u>** as follows:

- Church
- Permanent Resident
- School
- State of Oklahoma Agency
- US Government Agency
- US Government Direct Bill

9. Be sure to save your Import as a Comma Separated Value or **CSV** file. If you save it as an .XLS or other file extension, the file will not import correctly. In the dialogue box, click **Choose File** (A) and select the CSV file for your upload. Then press **Submit** (B).

10. Your exemption lines will now be displayed. Press the **Next** (A) button.

Pay Monthly Tax Report

Gross Receipts   Exemptions   Amount Due   Payment Details   Submit Payment

Step 2 (Enter Exemptions):

Total Exempted: $100.00

Name Of Occupant	Organization Name	Exemption Type	Amount	
Johnny Teacher	Oklahoma City Public Schoo School		$100.00	Edit Now ✖

Previous   Next   A

11. You are now given a summary of the taxes you owe. Review and click **Next** (A).

Pay Monthly Tax Report

Gross Receipts   Exemptions   Amount Due   Payment Details   Submit Payment

Step 3 (Summary of Tax):

Gross Receipts:	$100,000.00
Exemptions:	$100.00
Net Taxable Receipts:	$99,900.00
Gross Tax Due (5.5% of Net):	$5,494.50
Discount (3% of Gross Tax Due):	$164.83
Interest (2% per month):	$0.00
Penalty (10% per month):	$0.00
Net Tax:	$5,329.67
Credit From Other Months:	$0.00
Total Tax To Pay:	$5,329.67

Previous   Next   A

12. A dialogue box will appear. You may pay by **Credit Card** (A) or **Bank Transaction** (B).

13. PAY BY CREDIT CARD:

14. PAY BY BANK TRANSACTION:

Step 4 (Make A Payment):

Amount To Pay: $5,329.67 *

Name On Bank Account: *

Account Type: Checking

Primary Use: Business

Bank Account Number: *

Confirm Bank Account Number: *

Routing Number: *

MICHAEL OR LISA SMITH
123 HICKORY LANE 555-1234
COLORADO SPRINGS, CO 80901

Pay To
The Order Of

YOUR FINANCIAL INSTITUTION
ADDRESS OF YOUR INSTITUTION

⑈123456789⑈ ⑈23456⑈

BANK ROUTING / ABA NUMBER

CHECKING ACCOUNT NUMBER

Account Holder Address: *

City: State: Zip:

15. You are given a summary of your transaction. Click **Submit Your Monthly Tax Report** (A).

Pay Monthly Tax Report

Gross Receipts   Exemptions   Amount Due   Payment Details   **Submit Payment**

Summary

Certificate Number: 7037

Month To Pay: October 2016

Tax Payer Name: Matt B

Credit Card: XXXXXXXXXXXX1111

Amount To Pay: $5,329.67

Service Fee: $118.32

Total Tax To Pay: $5,447.99

| Previous | Submit Your Monthly Tax Report |

A

16. You are given a receipt for your payment. Please retain for your records.

City of Oklahoma City | Hotel Tax Reports

Residents   Business   Recreation   Government   Departments   Visitors   I Want to...

Home
Register Certificate
Dashboard
Update Certificate
Add/Remove Hotels
Update Contact Info

Payment Receipt

The City of Oklahoma City Hotel Tax Receipt

Thank for submitting your monthly tax report! Please keep a copy of this receipt as proof of your payment. Please note that payments may take up to 24 hours to appear. Please remember that you get a 3% discount by paying your tax report by the 15th of each month! You will receive a second email notification once your report/payment has been fully processed.

Receipt:

688954

Details:

Hotel Name: Finance Department Hotel
Certificate Number: 7037
Month Paid: October 2016
Tax Payer Name: Matt B
Credit Card Number: xxxx-xxxx-xxxx-1111
Amount Paid: $5,329.67
Service Fee Paid: $118.32
Total Amount Paid: $5,447.99

City of Oklahoma City
Finance Department
City Treasury Division
420 W. Main, Suite 130
Oklahoma City, OK 73112
405 297-2229
hoteltax@okc.gov
If you have questions please contact the City Of Oklahoma City at hoteltax@okc.gov or 405 297-2229 Monday through Friday between 8:00 a.m. and 5:00 p.m.