

Harris County Hotel Occupancy Tax Online Filing Portal Procedures

When you click on the red **Log-In** button, the screen below displays.

1. Enter the login information that was sent to you and then click the blue **Login** button.

Hotel/Motel Occupancy Tax System

Thursday, November 03, 2016 11:50 AM

Login

Login

Tax Office: Harris County

User Name:

Password:

Remember Me **Login**

[Forgot My Password](#)

Please choose a Tax Office

If you are a new user or you forgot your user name, please contact your Tax Office

Your hotel information will display in the **Select Hotel** screen shown below. If you submitted the **Appointment of Agent** form, multiple hotels will be listed on this screen.

Select Hotel | Select Filing Period | File Report | Filing Completed | Payment Process


Enter The Search Criteria

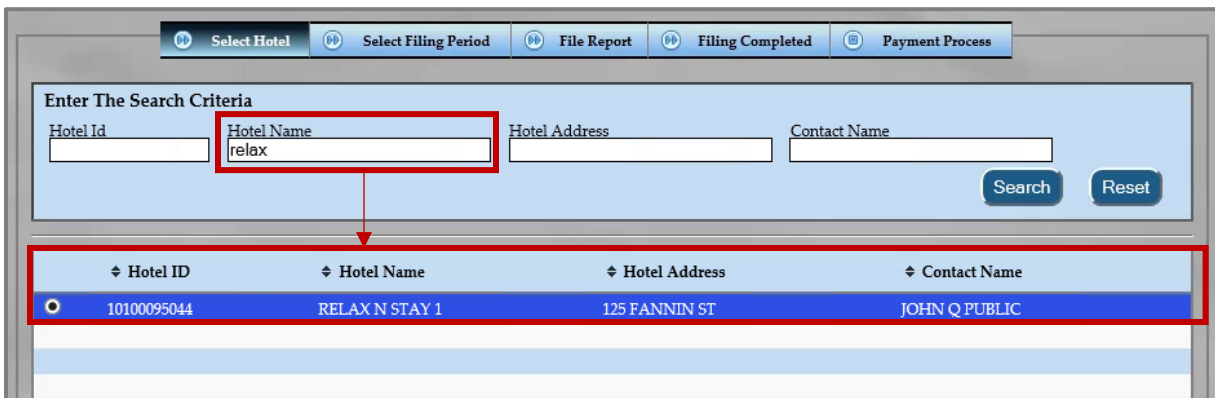
Hotel Id: Hotel Name: Hotel Address: Contact Name:

Search **Reset**

Hotel ID	Hotel Name	Hotel Address	Contact Name
<input checked="" type="radio"/> 10100095041	Z VILLE 1	321 SMITH ST	JANE SMITH
<input type="radio"/> 10100095044	RELAX N STAY 1	125 FANNIN ST	JOHN Q PUBLIC

Next >>


- In the **Enter The Search Criteria** section, narrow your search by entering all or part of the **Hotel ID**, **Hotel Name**, **Hotel Address**, or **Contact Name**, then click . A list of hotels matching that criteria displays.

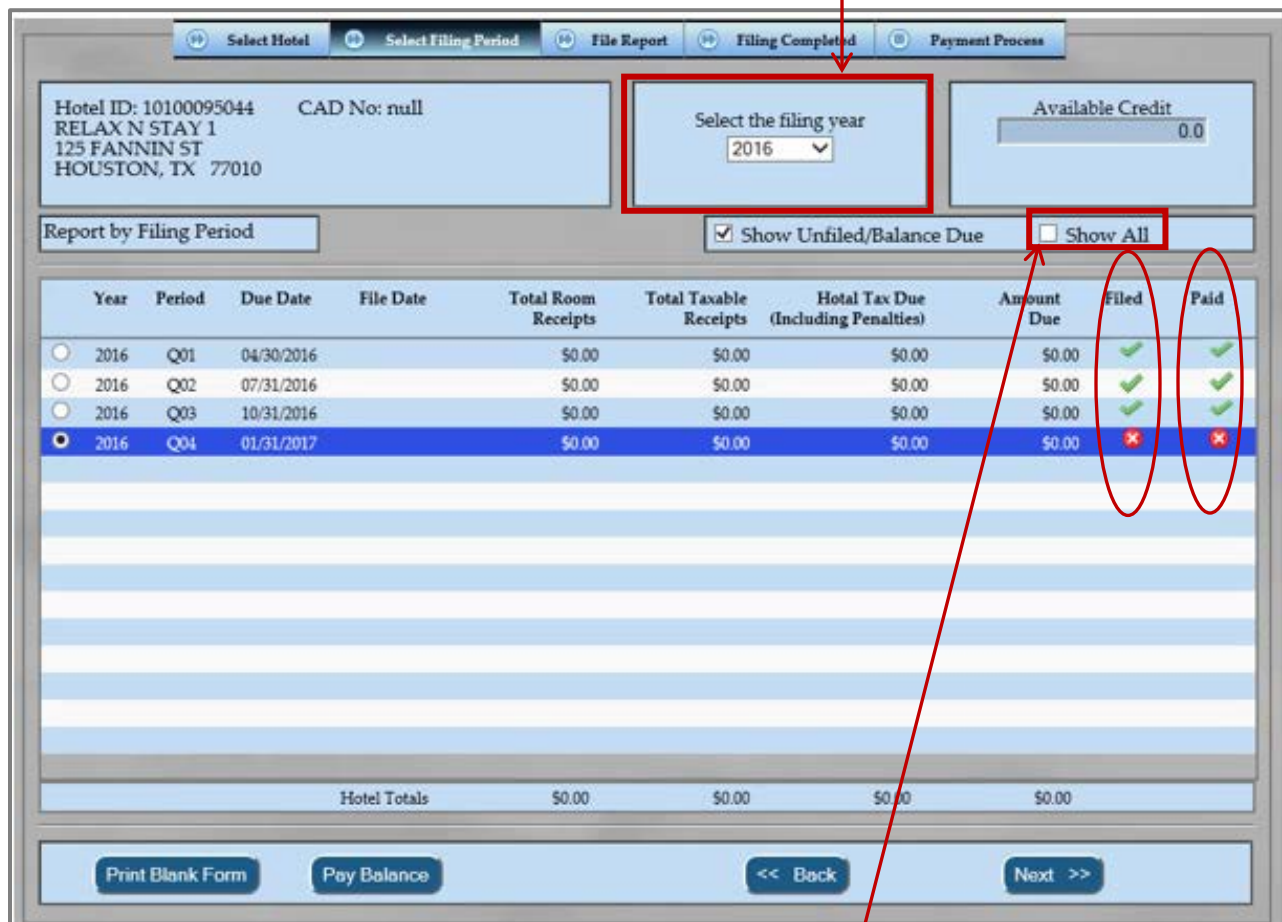


Enter The Search Criteria

Hotel Id: Hotel Name: Hotel Address: Contact Name:

Hotel ID	Hotel Name	Hotel Address	Contact Name
10100095044	RELAX N STAY 1	125 FANNIN ST	JOHN Q PUBLIC

- Select the desired hotel from the resulting list, then click . The **Select Filing Period** screen will appear, as shown below. All filing years will be included, but you can narrow the displayed list by selecting a specific year from the drop-down menu.



Hotel ID: 10100095044 CAD No: null
RELAX N STAY 1
125 FANNIN ST
HOUSTON, TX 77010

Select the filing year:

Available Credit:

Report by Filing Period Show Unfiled/Balance Due Show All

Year	Period	Due Date	File Date	Total Room Receipts	Total Taxable Receipts	Hotel Tax Due (Including Penalties)	Amount Due	Filed	Paid
<input type="radio"/>	2016	Q01	04/30/2016	\$0.00	\$0.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	2016	Q02	07/31/2016	\$0.00	\$0.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	2016	Q03	10/31/2016	\$0.00	\$0.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="radio"/>	2016	Q04	01/31/2017	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
Hotel Totals				\$0.00	\$0.00	\$0.00	\$0.00		

- To display quarters that have both been filed and paid, check the **Show All** checkbox above the list.

Note: A green checkmark indicates the report has been filed/paid. Reports that have not been filed/paid are marked with a red circle with a white 'X'.

- Select the desired report period from the list and then click .

- The **File Report** screen will appear. Enter the amounts for **Total Room Receipts** and **Exemptions**.

Select Hotel Select Filing Period File Report Filing Completed Payment Process

Hotel ID: 10100095044 CAD No: null
 RELAX N STAY 1
 125 FANNIN ST
 HOUSTON, TX 77010

Year: 2016 Period: Q04 Ending: 12/31/2016
 Due Date: 01/31/2017

Enter total Room Receipts and Exemptions for Period Ending 12/31/2016 Available Credit: 0.0

Total Room Receipts	1,000.00	Total Taxable Receipts	980.00
- Exemptions	20.00	x Tax Rate	4.0%
<hr/>		<hr/>	
= Total Taxable Receipts	980.00	= Total Hotel Tax	39.20
<hr/>		- Discount	0.39
<hr/>		- Credit Applied	0.00
<hr/>		<hr/>	
<hr/>		= Hotel Tax Due	38.81
<hr/>		+ 30 Day Late Penalty	0.00
<hr/>		+ 60 Day Late Penalty	0.00
<hr/>		+ Interest	0.00
<hr/>		<hr/>	
<hr/>		Total Due and Payable	38.81

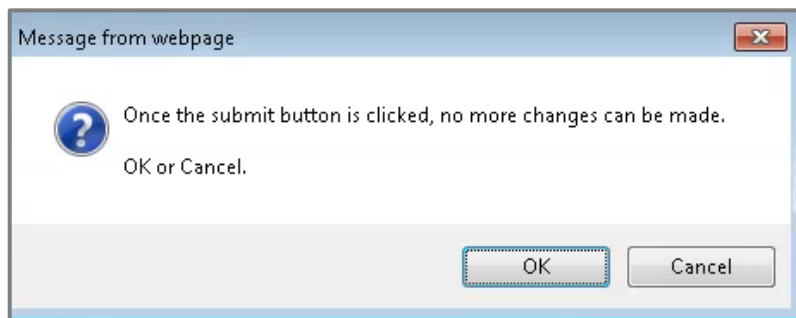
Show Help Edit **Calculate Amount Due**

I declare that the information contained in this document and attachments are true and correct to the best of my knowledge and belief.

*** Once you click submit, your report will be filed and you cannot change your report filing online.

<< Back Submit >>

- To display the total amount, click on **Calculate Amount Due**. The **Total Due and Payable** box will show the calculation of all taxes and fees.
- When ready to file your report, click to check the box under the **Total Due and Payable** to declare that all of the information is true and correct to the best of your knowledge.
- Then, click **Submit >>**.
- When the message box below displays, verify all of the information on the screen is correct, then click **OK**.



11. The **Filing Completed** screen will appear. Click on the [Print Filed Report](#) link on right side of screen.

Hotel ID: 10100095044	CAD No: null
RELAX N STAY 1	
125 FANNIN ST	
HOUSTON, TX 77010	

Year:	2016	Period:	Q04	Ending:	12/31/2016
Due Date:	01/31/2017				
Date Filed:	11/03/2016				
Filing Confirmation No:	26957				

Total Room Receipts	\$1,000.00
- Exemptions	\$20.00
Total Taxable Receipts	\$980.00
x Tax Rate	4.0
= Total Hotel Tax	\$39.20
- Discount	\$0.39
- Credit Applied	\$0.00
= Total Hotel Tax Due	\$38.81
+ 30 Day Late Penalty	\$0.00
+ 60 Day Late Penalty	\$0.00
+ Interest	\$0.00
Total Due and Payable	\$38.81

-- Total Due does not reflect Pending Payments

Report has been filed successfully. Print filed report and continue with payment.

Select Another Hotel Pay Balance

12. Once the report generates, the pop-up window below displays. Click on the link in the pop-up window to view/the report and save a copy for your records.

Filed Report

Report was successfully created. Click on the link below to display your report.

<//webtemp/filing-report>

Cancel

13. . Once you have saved your report, click [Pay Balance](#).

14. The **Payment Processing** screen will appear. Here, you may select to pay all or part of the balance due. You may also either pay online or print the statement and mail it with your payment.

In the **Pay Full** column, a check will be placed in the checkbox next to **ALL** quarters that show an amount due and the total amount due will display to the right. Click the checkbox to **deselect** any quarters you do not wish to pay at this time.

15. To make a partial payment on a quarter, click to uncheck the **Pay Full** box and enter a dollar amount in the **Pay Partial** box to the right.

Hotel ID: 10100095044 CAD No: null
RELAX N STAY 1
125 FANNIN ST
HOUSTON, TX 77010

Total Balance Due \$38.81 As Of 11/03/2016
Enter the Payment Amount \$38.81

Instructions: If you wish to pay an amount less than the amount due for a period, de-select the "pay full" check box and enter the amount you wish to pay.
After the payment amount(s) are entered, you may either pay online OR print out and mail in the form along with the check.

Balance & Payment Information

Year	Period	Due Date	File Date	Total Room Receipts	Total Taxable Receipts (Including Penalties)	Hotel Tax Due	Amount Due	Pay Full	Pay Partial
2016	Q04	01/31/2017	11/03/2016	\$1,000.00	\$980.00	\$38.81	\$38.81	<input checked="" type="checkbox"/>	\$38.81
Hotel Totals				\$1,000.00	\$980.00	\$38.81	\$38.81		\$38.81

<< Back Print Payment Form Pay Online

16. Once you have entered all of the quarters and amounts you want to pay, enter the total in the **Enter the Payment Amount** box at the top of the screen.

Note: The amount entered into **Enter the Payment Amount** box **MUST** match the total amount listed below the **Pay Partial** boxes in order to proceed.

17. If you plan to send your payment by mail, click on **Print Payment Form** to generate a copy of your report. Click the link shown in step 10 to print the report. **You MUST submit the Balance Due form with payment.**

18. If you wish to send your payment electronically, with your report, click **Pay Online**.

19. When the **Verify the Payment Information** screen displays, verify the information, then click **Continue**.

Verify the Payment Information

Payment Ref # H10000000217
Hotel ID / Name 10100095044 - RELAX N STAY 1
Payment Amount \$38.81


Continue Cancel

20. When the disclaimer screen below appears, click **Accept & Continue**.

Important Information

e-Check - There are no additional charges for use of e-Checks, \$1.00 minimum per transaction. Checking accounts only.

Card - Credit/Debit card payment will be assessed a separate, non-refundable convenience fee. This convenience fee is a service charge assessed by the third-party banks and service providers, not the Harris County Tax Assessor Collector's office.



Please note there is a convenience fee of 2.15% to be added to the Payment Amount for the use of a credit card or certain Visa debit card. The Visa consumer debit card charges a flat fee of \$3.95. The exact convenience fee amount to be charged is determined solely by the credit card companies.

Posting Details - On-line payment transactions must be completed by 11:59 PM Central Standard Time on or before the due date in order to avoid additional collection penalties and all interest charges.

Please review and verify the account/payment information. You will not be able to make any changes once you proceed to the next step to complete the transaction.

[Go Back](#) [Accept & Continue](#)

21. When the warning box displays the message, "You are now exiting the Harris County Hotel/Motelwebsite, click on [Accept & Continue](#).

22. You will be transferred from the Tax Office website to **Amegy Bank's** site, to the screen below. Follow the onscreen instructions to select a method of payment, submit payment directly and receive a receipt.

Please review the payment amount and select the payment type below.

ACCOUNT SUMMARY	
Reference Number	H100000000216
Hotel ID	10100095044-RELAX N STAY 1
Payment Amount	\$38.81


Select Payment Type

[e-Check](#) [Credit / Debit Card](#)

IMPORTANT INFORMATION

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23. Once you have completed your payment transaction, click on the link shown below to print your *Transaction Receipt*. Then, click on the words [Tax Office](#) to return to the **Hotel Motel** main screen.

[Click to Print Transaction Receipt](#)

[Tax Office](#) [Exit](#)