

Online Filing Instructions Filing Your Hotel Occupancy Tax Via Online Filing

Frequently Asked Questions

Are you required to file via online filing? No. MuniServices offers both online filing and paper filing options for taxpayers. Forms are available through our website at www.revds.com. (Taxpayer → Texas → Taxpayer Forms)

What payment methods are available through online filing? MuniServices currently offers payment via ACH (checking/savings). Coming Soon: Credit Cards!

What is an Authority Account Number? Your Authority Account Number is the MuniServices account # provided on the customized forms/correspondence mailed to you by MuniServices. If you cannot locate your MuniServices account number, please give us a call at (866) 240-3665.

My FEIN has changed. Can I use the same online filing account? No. Please contact MuniServices if your FEIN has changed. We will assist you in the setup of a new online account. You will be assigned a new MuniServices account #.

What is an Originator ID? If you have Debit Protection, Withdrawal Filtering or any type of block on your bank account, you must provide an Originator ID to your financial institution to avoid your payment being returned. Your financial institution uses Originator ID's to allow the taxing authority to authorize and process your payments. For the MuniServices Originator ID, please click on "Lookup" on the SalesTaxOnline.com home page.

How To File Online

Step 1: Set up Your Online Account

Set up your SalesTaxOnline.com account. After your initial setup, you simply login month after month using the username/password that you created during the setup to file. Before you can file, you must complete the setup process by following the directions below.

You may access online filing by either going directly to www.salestaxonline.com or by visiting our website at www.revds.com. (Taxpayer → Texas → Online Filing)

- From the Home page of www.salestaxonline.com, click "Sign Up: Business Account."
- Sign Up: Begin by creating the username and password for your online filing account and entering your contact information. Be sure to store your username and password in a safe place.
- Business Information: Enter the information of the business you are filing for. This information will appear on the returns you file online.
- Security Question: Click the link next to a question to use that question or type in your own question. Enter the answer to your question. Click the Next button to save and continue. If you forget your password, we will ask you the answer to your secret question and email you a new password.
- Location Information: Click the Yes button at the top of the screen to continue past this page if not needed.
- Return Setup: This is the step where you will set up the returns you want to file with their corresponding account numbers. Note: Your MuniServices account number is located on the customized forms that you received in the mail from us. Select options from the drop-down menus. Click the Add Return button. The return appears in a table at the bottom of the screen with the account number that you typed in. Click the Yes button at the top of the screen when you are finished setting up your return to continue to the home page of your account.
- Congratulations! Your Online Filing account setup is complete. You are ready to begin filing your monthly returns.

Questions? Call Technical Support at (800) 227-7059 or MuniServices at (866) 240-3665.

Online Filing & Quick Start Guide Instructions

Remittance Address:

MuniServices, LLC
PO Box 830725

Birmingham, AL 35283-0725

Phone (866) 240-3665 • Fax (205) 423-4099

Email: support@muniservices.com • Website: www.revds.com
Online Filing: www.salestaxonline.com



- **Prepare/Enter Data/Click Add**

- From your Quick Links, click on "File a new return."

Home	Create Return	My Returns	Account Center	Lookup	Support
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RETURN PREPARE SUBMIT FILE CONFIRMATION Print Return

Filing Period: Dec 2012

File Date: 12/23/12

MuniServices Hotel Occupancy Tax Return (Alisa's Returns)

Return will not be filed and payment will not be processed until the FILE DATE specified above.

- Select Jurisdiction:

South Padre Island
- Select Business Description:

Hotel Occupancy Lodging (50)
- Select Business Class:

General (1)

ALSO

File Data

The File Date is the date that will be used in determining when funds will be deducted from your checking/savings account via ACH.

The File Date defaults to the current date, but you can change it to "warehouse" — our payment to another date. The date that you choose will determine the date that your payment is actually

**reconciled by MuniServices.
(Example: If you select the
15th as your file date, then
your payment will not be
submitted until the 15th.)**

Note: If you select a date after the due date, you will be charged any applicable penalties and/or interest.

Enter Your Data

[illegible]

Click Next

MuniServices Hotel Company Tax Return (Also's Treasures)

File Date: 04/09/12

Filing Period: Dec 2012

Return will not be filed and payment will not be processed until the FILE DATE specified above.

1. Select Jurisdictions

2. Select Business Description

3. Select Business Class

4. Select

Jurisdiction	File Date	Taxable Property	Rate	Ex Rate	Proposed	Priority	Amount	Total	Monthly
South Africa Island	2012	11	137,000.00	8.33	\$20,967.12	12/01/12	\$0.00	\$20,967.12	(\$1)
Total for Jurisdictions:								\$20,967.12	\$20,967.12

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Home	Create Return	My Returns	Account Center	Lookup	Support
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Create Return

Select the filing period, return, and location you would like to file. Click the Next button to continue to the electronic return.

- Select State:
- Select Filing Period:
- Select Return:
- Select Location:
 Don't see your return benefit? Click here to add the return.

Does your company have multiple locations? Click here to add another business location.

Create Return.

Step 3: Enter Payment Information

Home Create Return My Returns Account Center Lookup Support FAQ

Select a Payment Method

Please select a payment method below:

Payment Method: **Checking (1789)** **AMOUNT DUE** **FILE** **CONFIRMATION** **PRINT RETURN**

Jurisdiction or Return Name	Confirmation Number	Amount Due
MuniServices Hotel Occupancy Tax Return	YTK01QEEW3	\$20,787.15
Total		\$20,787.15

The tax due for this return is \$20,787.15. Filing/Payment date selected: 12/04/2013

☐ e-Pay from a Bank Account (Alma's Treasures)
Routing Number: 063000019
Account Number: 1444444444
Branch Address: 2317 3rd Avenue, North Birmingham, AL 35203 USA

☐ e-Pay from a New Checking or Savings Account

Next **Cancel** **Done**

Step 4: Submit Your Return and Payment

Home Create Return My Returns Account Center Lookup Support FAQ

Summary

Click the FILE RETURN button below to submit your return and payment method and receive a Confirmation Number.

Jurisdiction or Return Name	Confirmation No.	Amount Due
MuniServices Hotel Occupancy Tax Return	YTK01QEEW3	\$20,787.15
Total		\$20,787.15

Location Information

Contact Name: Alma's Treasures
Location Address: 2317 3rd Avenue, North Birmingham, AL 35203 USA
Phone Number: 205-224-0068
Mailing Address: 2317 3rd Avenue, North Birmingham, AL 35203 USA

Return Information

Account Number: 109905
Filing Month: December 2013
Filing Status: Filed/Payment Due: 12/04/2013

Payment Information

Amount Due: \$20,787.15
Payment Method: e-Pay from Checking

FILE RETURN **Cancel** **Done**

Step 5: Confirmation

Home Create Return My Returns Account Center Lookup Support FAQ

Return Successfully Filed

Jurisdiction or Return Name: MuniServices Hotel Occupancy Tax Return
Confirmation Number: YTK01QEEW3
Amount Due: \$20,787.15

PRINT/VIEW **Done**

- Print/View – You can preview and/or print a copy of your submitted return for your records by clicking on "Print/View." (See above screenshot)
- Click "Done" when completed. You will be taken back to your Home Page.

Next Month:

Now that you are registered, you simply login each month using your username and password that you created, and click "File A Return." Filing your monthly return is fast, easy, safe and convenient

SalesTaxONLINE.com

Welcome to SalesTaxOnline, Carol Dyar.

Home Create Return My Returns Account Center Lookup Support FAQ

File a New Return **Import Returns** **Apply for Account Number** **Renew a License** **My Account** **Account Information** **Account History** **Account Numbers** **Payment Accounts**

Questions? Call Technical Support at (800) 227-7059 or MuniServices at (866) 240-3665.