

File your monthly Report

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

City of Oklahoma City | Hotel Tax Reports
Residents Business Recreation Government Departments Visitors I Want to...

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

Hotel/Motel Tax

The City of Oklahoma City Hotel/Motel Tax helps our city to grow and prosper by funding our tourism industry and providing top notch support for our convention centers and visitor services. In 1972, the voters of Oklahoma City approved a "room tax" of two percent in order to provide a source of dedicated revenue for the purpose of promoting conventions and tourism in Oklahoma City. In 2005, Oklahoma City citizens voted and approved a three and one half percent increase for a total of five and one half percent (5.5%), which is the current hotel tax rate. These taxes, paid by guests who stay at your establishment, fund a full-time Convention and Visitors Bureau.

By law, this tax revenue cannot be spent for anything which is not related to the convention and tourism (visitor) development. Your cooperation in collecting this tax is critical. As you know, the convention and tourism industry is vital to our entire local economy as well as your industry. This is a very important source of funds, since few other sources are available for investing into convention and tourism development beyond the five and one half percent dedicated tax that your guests pay.

Getting started

To get started please submit your certificate of registration.

[Register Your Certificate](#)

Login Now

Click here to login now and make a payment or view your dashboard.

[Login Now](#)

Update Contact Details

Click here to update your contact information.

[Update Contacts](#)

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).

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Hotel Dashboard

Certificate Number: **7037 (Finance Department Hotel)**

Finance Department Hotel (7037)

<i>Finance Department Hotel</i>	Commencement Date: 10/1/2016
420 W MAIN ST	Date of Issuance: 1/1/2015
OKLAHOMA CITY, OK 73102	Sector:
Phone: (405) 999-9999	# of Rooms: 200
Fax: (405) 999-9999	Business License #:
	Pin: 403710594
	Sales Tax #: STS-99999999-99
	Fed ID: 99-9999999

Annual Revenue:

Gross Receipts Total

Monthly Tax Reports

Month	Gross Receipts	Exemptions	Net Tax	Status	File Report	View Report	Amend Report	Outstanding Invoice
October 2016	\$0.00	\$0.00	\$0.00	Pending	File Report	View Report	Amend Report	Outstanding Invoice
September 2016	\$0.00	\$0.00	\$0.00	Pending	File Report	View Report	Amend Report	Outstanding Invoice
August 2016	\$0.00	\$0.00	\$0.00	Pending	File Report	View Report	Amend Report	Outstanding Invoice
July 2016	\$0.00	\$0.00	\$0.00	Pending	File Report	View Report	Amend Report	Outstanding Invoice
June 2016	\$0.00	\$0.00	\$0.00	Pending	File Report	View Report	Amend Report	Outstanding Invoice
May 2016	\$0.00	\$0.00	\$0.00	Pending	File Report	View Report	Amend Report	Outstanding Invoice

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

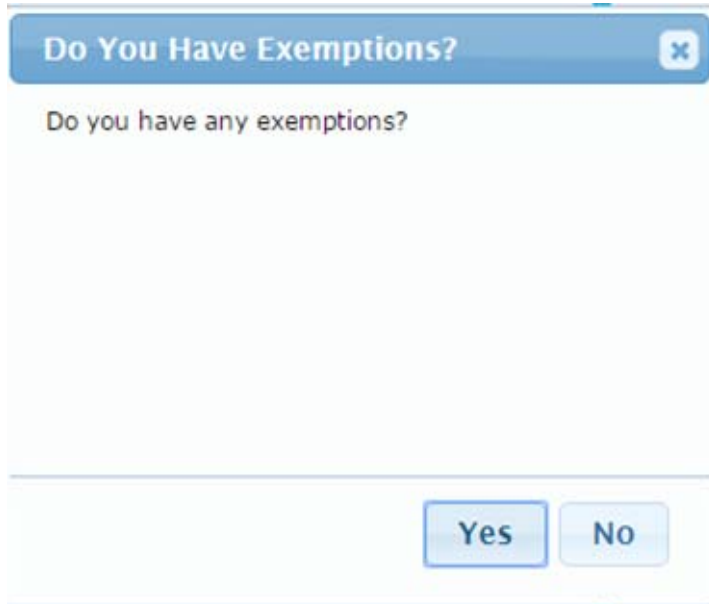
B Tax Payer: -- Add New Tax Payer -- **C**
Tax Payer Name: John Doe
Email Address: John.Doe@FinanceDepartmentHotel.com
Tax Payer Address: 420
City: Oklahoma City State: OK Zip: 73102
Phone: (405) 999-9999 Fax: (405) 999-9999

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

- The system will ask if you have any exemptions. If you do, press **Yes**, if not press **No**.



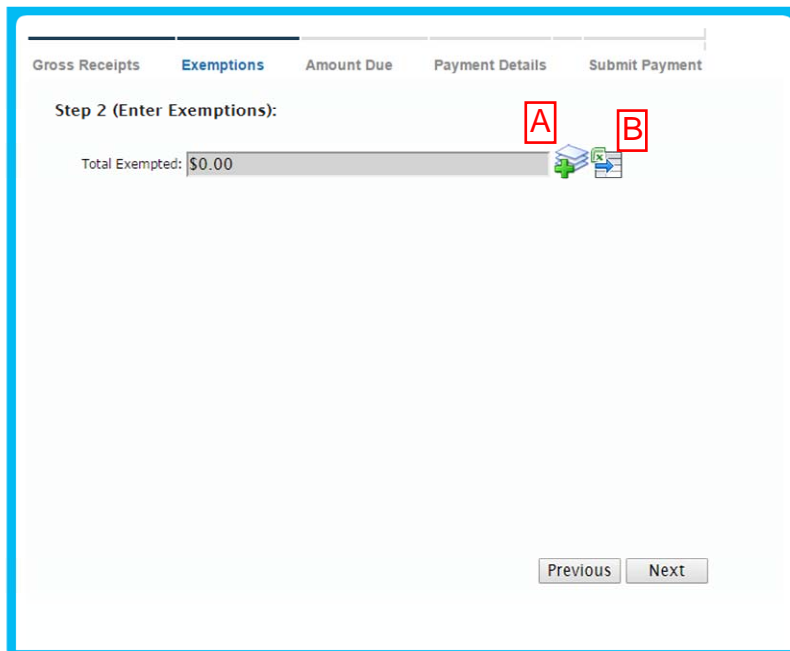
Do You Have Exemptions?

Do you have any exemptions?

Yes No

- 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):

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 [X]

Record 1 of 1

Amount Exempted: Status: ▼

Check In Date: Check Out Date:

Number Of Rooms: Rate:

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

Organization Name:

Exemption Type: ▼

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).

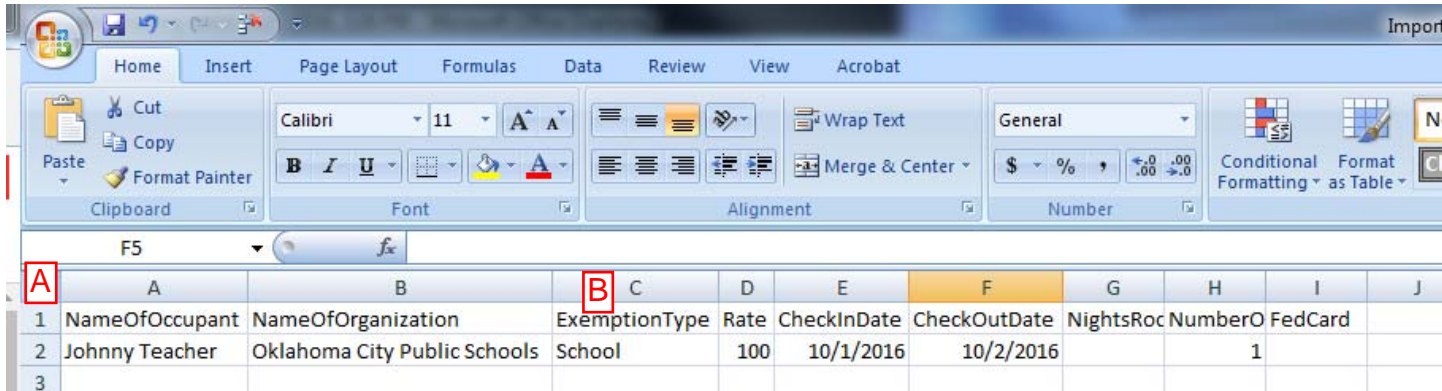
Please Select A CSV File To Upload Exempti... [X]

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

No file chosen

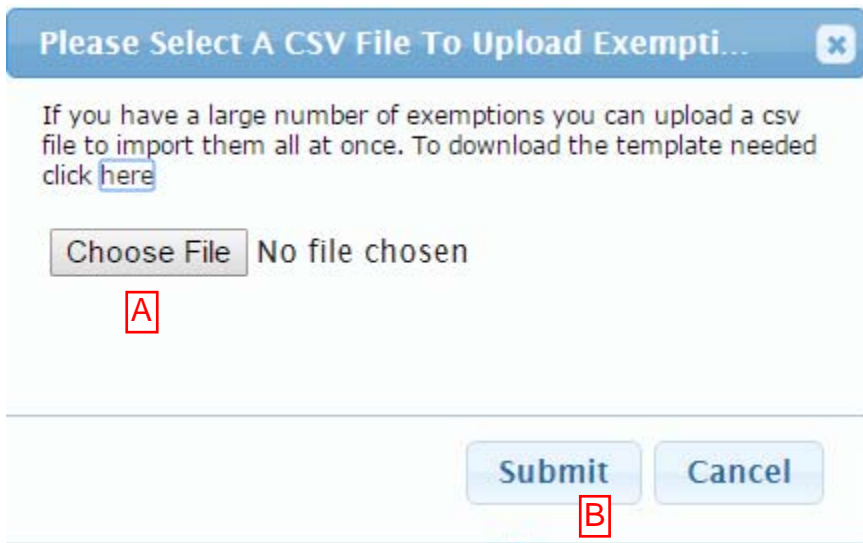
8. Add the exemptions information in the columns (A). Please do not add any columns as this will cause the exemptions to not upload properly. Note that the **Exemption Type** (B) must be typed in **EXACTLY** as follows:

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



	A	B	C	D	E	F	G	H	I	J
1	NameOfOccupant	NameOfOrganization	ExemptionType	Rate	CheckInDate	CheckOutDate	NightsRoc	NumberO	FedCard	
2	Johnny Teacher	Oklahoma City Public Schools	School	100	10/1/2016	10/2/2016		1		
3										

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).



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](#)

Choose File No file chosen



Submit Cancel

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:  

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

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

A

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

How would you like to pay? Credi... ✕

How would you like to pay? Credit card or Bank Transaction?

Credit Card A **Bank Transaction** B

13. PAY BY CREDIT CARD:

Pay Monthly Tax Report

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

Step 4 (Make A Payment):

Amount To Pay: \$5,329.67 *

Credit Card Number: Visa *
Credit Expiration Date: January 2016 *

Security Validation Number: [What is this?](#) *

Name as it appears on card: *

Card Payer Address: *

City: State: Zip:

Service Fee (2.22%): \$118.32

[Add another payment type](#)

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
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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...

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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.