

# Register Certificate and Add to Account

1. Click on the **Register Certificate** button on the left side of the screen. Note this is only for new certificate registrations, if you already have a certificate, go to step 9.

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

### 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.

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

**Update Contact Details**  
Click here to update your contact information.

[Register Your Certificate](#) [Login Now](#) [Update Contacts](#)

2. Enter your information in the **Step 1 (General Info)** form that appears (A).
3. Click the **Next** button (B) to go on to the next step.

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### Apply For Certificate

Please fill out the details below to complete the registration process. Prior to registering for a hotel/motel tax certificate you must have a valid health inspection and business license available along with a zoning verification.

General Info | Contacts | Disclaimer | Submit

**Step 1 (General Info):** **A**

Type in the hotel address below and then pick from the choices.

Hotel Address:  Search Clear

Business License #:  Business License Date:

Health Inspection Date:  Zoning Verification Date:

Legal Name Of Hotel:

DBA:

Hotel Phone:  Hotel Fax:

Rooms To Rent:  Commencement Date:

Federal ID:  Sales Tax #:

[Next](#) **B**

4. Enter the **Hotel Contact, Operator, Owner and Alternate** (if necessary) in the **Step 2 (Hotel Contacts)** form (A).
5. Click on the **Next** button (B) to go on to the next step.

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General Info **Contacts** Disclaimer Submit

**Step 2 (Hotel Contacts):** (A)

**Hotel Contact:**  
 Name:   
 Email Address:   
 Address:   
 City:  State:  Zip:   
 Work Phone:  Fax:   
 Cell Phone:  Home Phone:

**Operator:**  
 Name:   
 Email Address:   
 Address:   
 City:  State:  Zip:   
 Work Phone:  Fax:   
 Cell Phone:  Home Phone:

**Owner:**  
 Name:   
 Email Address:

Previous Next (B)

6. Enter your name in the **Tax Payer Name** box (A) and check the **I agree to these terms** box (B) and click the **Next** (C) button to move on to the next screen

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General Info Contacts Disclaimer **Submit**

**Step 3 (Final Step):**

Tax Payer Name:  (A)

By checking the box below I agree that all information provided is up to date and accurate. I further release the City of Oklahoma City of any liabilities as a result of processing errors. I hereby certify that the information and statements contained herein and in any schedules or exhibits are true correct.

I agree to these terms:  (B)

Previous Next (C)

7. Review the info presented in the **Step 4 (Review and Save)** form (A). Enter the characters from the graphic box in the blank box provided (B) and click **Submit Your Application** (C).



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General Info    Contacts    Disclaimer    **Submit**

**Step 4 (Review and Save):** **A**

**General Info**

Hotel Address: 420 W MAIN ST OKLAHOMA CITY, OK

Business License #:                      Business License Date:

Health Inspection Date:                      Zoning Verification Date:

Legal Name: Finance Department Hotel

DBA: Finance Department Hotel


Tax Payer Name: John Doe

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

Rooms To Rent: 200                      Commencement Date: Oct 01, 2016

Federal ID: 99-9999999                      Sales Tax #: STS-99999999-99

Enter The Characters From The Graphic Below:

 The value is:  **B**

[Reload](#)

    **C**

8. You have successfully created a new Certificate. Write down the **Certificate Number** and **Pin Number** to add the hotel to your account.

The screenshot shows the 'City of Oklahoma City | Hotel Tax Reports' website. The navigation bar includes links for Residents, Business, Recreation, Government, Departments, Visitors, and I Want to... A search bar is located in the top right corner. On the left, a sidebar menu contains links for Home, Register Certificate, Dashboard, Update Certificate, Add/Remove Hotels, and Update Contact Info. The main content area displays a 'Certificate Created Successfully' message with a thank-you note. Below this, a 'Confirmation Details' section shows the Certificate Number: 7037 and Pin Number: 403710594. There are buttons for 'Dial Certificate' and 'Make A Payment'. A 'Registration Details' section follows, containing 'General Info' and 'Contact Info' for the hotel, including address, license numbers, and contact details for John Doe.

9. On the **Home** page, click on the **Add/Remove Hotels** link (A).

The screenshot shows the 'City of Oklahoma City | Hotel Tax Reports' website's Home page. The navigation bar and sidebar are identical to the previous screenshot. The 'Add/Remove Hotels' link in the sidebar is highlighted with a red box and labeled with a circled 'A'. The main content area features a 'Hotel/Motel Tax' section with an introductory paragraph and a 'Getting started' section. The 'Getting started' section contains three columns: 'Getting started' with a 'Register Your Certificate' button, 'Login Now' with a 'Login Now' button, and 'Update Contact Details' with an 'Update Contacts' button.

10. Enter the **Certificate Number** and **Pin Number** of the Hotel you would like to add. Press the **Add Certificate** button (A). Press the **Save Changes** button (B) after you have added the certificate. You may repeat this step for any additional hotels you need to add.

## Add/Remove Certificates

Enter your certificate number and your assigned pin and click submit. You can add as many certificate num


Certificate Number:

Pin Number:

**A**

**B**

11. 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...

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**A**

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**Getting started**

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**Login Now**

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**Update Contact Details**

Click here to update your contact information.

12. The Hotel will now be shown on the **Hotel Dashboard**. You can use the screen to File a report, amend a report or view a correction invoice.



**City of Oklahoma City | Hotel Tax Reports**

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

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Home

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Update Certificate

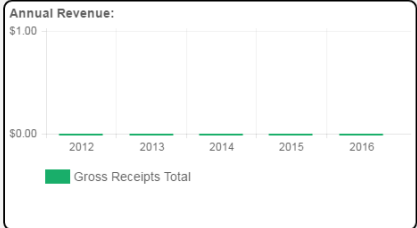
Add/Remove Hotels

Update Contact Info

### Hotel Dashboard

Certificate Number: 7037 (Finance Department Hotel)

#### Finance Department Hotel (7037)

<p><b>Finance Department Hotel</b>                      420 W MAIN ST                      OKLAHOMA CITY, OK 73102                      Phone: (405) 999-9999                      Fax: (405) 999-9999</p>	<p>Commencement Date: 10/1/2016                      Date of Issuance: 1/1/2015                      Sector:                      # of Rooms: 200                      Business License #:                      Pin: 403710594                      Sales Tax #: STS-99999999-99                      Fed ID: 99-9999999</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Annual Revenue:</b></p>  <p style="font-size: small;">Gross Receipts Total</p> </div>
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#### 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