

Paying Hotel Occupancy Taxes

This would be your landing page after clicking the link above. Click "Login" to enter your credentials.

ADDISON				Good Morning, Guest -
	Welcome to o	ur new Self Service Portal! Apply for stuff.		<
	We	lcome to Self Serv	ice	
	Login or Register Login to a nexisting or create a new account. You can also find help if you forgot your login information.	Apply This tool can be used to apply for a permit, plan or license.	S Pay Invoice Use this too Ito pay for individual invoices.	
	Request Inspection Click here to request an inspection on an existing record.	Map Kaplore the map to see the activity occurring in your neighborhood.	Portal Instructional Guides Explore instructional guides or watch short Videos to assist you in utilizing the self service portal	

Enter your credentials and click "Log In" again.

	Log In				
	* Email Address	ismael	villalta@my.unt.edu		_
	* Password	••••	••••		
	Remember Me				
		Log I Forgot y Switch ju	n cour password? irisdiction?	Register	
INANCE	P.O. Box 901 Addison, TX	10 75001	phone: 972.450.7051 fax: 972.450.7074	ADDISONTEXAS.NET	IT ALL COME TOGETHER.



After entering your credentials you will be taken to this page, click "Dashboard".

ADDISON	Dashboard Home Apply View Wetcome to or	Map Report Fee Estimator Help r new Self Service Portal: Apply for stuff. Icome to Self Serv	Search Q Help O Addison Website
	My Account Click here to access your account information.	Apply Apply This tool can be used to apply for a permit, plan or license.	Pay Invoice Use this tool to pay for individual invoices.
	Request Inspection Click here to request an inspection on an existing record.	Map Explore the map to see the activity occurring in your neighborhood.	Dortal Instructional Guides Explore instructional guides or watch short videos to assist you in utilizing the self service portal

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Below would be your dashboard, if you scroll to the bottom you will see your Hotel/STR "License".

Note: The portal uses the terminology "license" to refer to paying your hotel occupancy taxes.



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P.O. Box 9010 Addison, TX 75001



Paying Hotel Occupancy Taxes

Viewing your dashboard you will see your active "license" at the bottom left corner.

Attention	0		Active 0		Draft 0	Record
• View My Permits						
My Plans						
Attraction 0	Proster 0		Active 0		Dealt 0	Recent
• View My Plans						
My Inspections			MyIn	voices	5	
Requested	Scheduled	Closed	0	irrent 0	\$0.00	Add To Carl
0	0	0	Pa	st Due ()	\$0.00	Add To Card
				otal ()	\$0.00	Add To Carl
• View My Inspections			• View M	y Invoices		
My Licenses						
ABC						
Type Hotel Occupancy T						
15						
Renew						

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P.O. Box 9010 Addison, TX 75001 phone: 972.450.7051 fax: 972.450.7074

ADDISONTEXAS.NET



To "renew" your "license" (pay hotel occupancy taxes), you will scroll down to the bottom and click "Renew".



Doing so will bring you to this page, click "Renew" again.

cense Number: HTAX	000539-04-2019				Renew
BC					
 License cannot be pr There was an issue v 	inted at this time. License has when trying to generate the inv	not been issued. pice. Please contact the jurise	diction for more info	ormation.	
ense Details Tab Elemen	ts Main Menu				
License Details					
License Type:	Hotel Occupancy Tax	District:		Applied Date:	04/02/2019
Account Number:		Period Start Date:	04/02/2019		
Status:	Active			Expiration Date:	04/20/2019
Description:				Last Renewal Date:	
Business Locations	Fees Inspections	Attachments Contacts	Holds	Business Types More Info	
isiness Next Tab License isiness	e Details Main Menu				
Company Name:	ABC	DBA:		Open Date:	
Company Type:	Corporation	Status:	Active	Closed Date:	
District:				Last Audit Date:	
Location:					
Description:					

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What follows is a 4-step renewal application. The first step is just confirming your "license" type. Click "Next" after confirming.

a			
Туре	More Info	Attachments	Summary
ENSE DETAILS			
icense Type Hotel Occupan	cy Tax		
Description			

You will then input your hotel tax info here. Once done click "Next".

Renew License - Hotel	Occupancy Tax			*REQUIRED
		2	0	0
Туре		More Info	Attachments	Summary
More INFO	*Gross Room Revenues	\$ 10000		
	*Government Officials	\$ 2500		
	*Permanent Resident	\$ 2500		
	*Total Exemption	\$ 5000		
	*Taxable Revenue	5000		
	*Taxes Due	\$ 350		
Back				Next
	ox 9010	phone: 072 450 7051		



You will be able to attach attachments here, if needed. Please include any backup for exemptions claimed, or other documentation you'd like to include. Then click "Next" when complete.

Renew License - Hotel Occupancy	Tax		*REQUIRED
	\bigcirc	3	4
Туре	More Info	Attachments	Summary
TTACHMENTS			
attach instructions for Attachments.			
upported file types include: pdf, jpg, png, j	peg, gif, tiff, doc, docx, xls, xlsx, text, dwg, c	sv, rtf, dxf, dwf, dwfx	
Exemption Documentativ			
Add			
Attachment			
•			
Back			Next



The last step is a summary of all info. Verify that everything is correct and click "Submit".

					0
	Туре		More Info	Attachments	Summary
ocations					
	Location 1		16304 MIDWAY RD, Addiso	n, Texas, United States, 75001	······································
	Location 2		16304 MIDWAY RD, Addiso	n, Texas, United States, 75001	
	Location 3		100035500B09A0100		
Basic Info					
	Туре		Hotel Occupancy Tax		
	Description		-		
	Applied Date		04/08/2019		
Contacts					
	Contact 1		Ismael Villalta		
			ABC		
			16304 MIDWAY RD, Addiso	n, Texas, United States, 75001	
More Info					
					Top Main Menu
		Gross Room Revenues	\$10,000.00		
		Government Officials	\$2,500.00		
		Permanent Resident	\$2,500.00		
		Total Exemption	\$5,000.00		
		Taxable Revenue	5000		
		Taxes Due	\$350.00		
ttachment	5				
Back					Submit

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IT ALL COMES TOGETHER. 

After submitting your application for renewal, you will then be given the option to pay your hotel taxes. If you are paying via credit card, please continue and click "Pay Now".

v Var kleenee application wers ubmitted auccessfully. × See a muniter: HT XU UUUS 39 - 04 - 2019 i Leenee Aunither: HT XU UUUS 39 - 04 - 2019 See a muniter is HT kat this time. Lieenee has unpoled fees. i Leenee Canada be primet at this time. Lieenee has unpoled fees. i Leenee Canada be primet at this time. Lieenee has unpoled fees. i Leenee Canada be primet at this time. Lieenee has unpoled fees. i Leenee Type:						
cerea Rumer: HTX >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	✓ Your license application	on was submitted successful	ly.			×
ACC	cense Number: HTAX	000539-04-2019				Pay Now
 1. Opense cannot be printer at this time. License has not been issued. 1. Open Date: Applied Date: Appli	3C					
eree Details Tab Elements i Wain Menu License Datails License Types Account Numbles Status: Status: Congany Name: Congany Name: Congany Name: Status: Congany Name: Congany N	 License cannot be pr License cannot be pr 	inted at this time. License has inted at this time. License has	s unpaid fees. s not been issued.			
License DetailsMotel Occupancy TaxDistrict:Applied Date:04/08/2019Account Number:Ereirod Start Date:Expiration Date:Expiration Date:Implied Date:04/08/2019Status:Renew Submitted OnlineExpiration Date:Expiration Date:Expiration Date:Implied Date:Nove InfoDescription:FeesInspectionsAttachmentsContactsHoldsBusiness TypesMore InfoStatus:ResNegetionsAttachmentsContactsHoldsBusiness TypesMore InfoStatus:ABCDBA:Open Date:Consort Open Date:Consor	ense Details Tab Elemen	ts Main Menu				
License TypeHotel Occupancy TaxDistrict:Applied Date04/08/2019Account NumberEnd Start Date:Status:Renew Submitted OnlineExpiration Date:Expiration Date:Business TypesFeesInspectionsAttachmentsContactsHoldsBusiness TypesMore InfoBusiness Next Tab [Licenser]FeesInspectionsAttachmentsContactsHoldsBusiness TypesMore InfoCompany NameABCBBA:Open Date:Open Date:Open Date:Conseri Date:Conseri Date:Conseri Date:Conseri Date:Conseri Date:InspectionAttackConseri Date:Inspection <th< td=""><td>License Details</td><td></td><td></td><td></td><td></td><td></td></th<>	License Details					
Account Number: Period Start Date: Status: Rever Submitted Online Lest Renewal Date: Description: Fees Contacts Holds Business Types More Info Rusiness Next Tab [License List] Main Menusioners Company Name: ABC DBA: Company Type: Company Type: Open Date: Location: Busines: Next Menu Location: Busines: Next Menu License: Location: Batus: Active: Company Type: Open Date: Location: Busines: Next Multi Date: Location: Busines: Location:	License Type:	Hotel Occupancy Tax	District:		Applied Date:	04/08/2019
Status: Renew Submitted Online Description: Description: Locations Fees Inspections Attachments Company Name: ABC DBA: Company Type: Corporation Status: Attachments DBA: Company Type: Corporation Status: Attachments DBA: Company Type: Corporation Status: Active: Closed Date: Location: Location: Location:	Account Number:		Period Start Date:			
Last Renewal Date: Description: Rusiness Locations Fees Inspections Attachments Contacts Holds Business Types More Info Status: Abdre Company Type: Company Type: <td< td=""><td>Status:</td><td>Renew Submitted Online</td><td></td><td></td><td>Expiration Date:</td><td></td></td<>	Status:	Renew Submitted Online			Expiration Date:	
Description: Business Locations Ees Inspections Locations Fees Inspections Inspections Attachments Holds Business Types More Info Status Holds Business Types More Info Company Name: ABC DBA: Company Type: Corporation Status: Active Closed Date: Location: Description:					Last Renewal Date:	
Nusiness Locations Fees Inspections Attachments Contacts Holds Business Types More Info Attachments Contacts Locations Holds Business Types More Info More Info More Info Open Date: Company Yane: ABC DBA: DBA: Open Date: Company Type: Corporation Status: Active Closed Date: Location: District: Location: Description:	Description:					
Siness Next Tab License Details Main Menu siness Company Name: ABC Company Name: ABC DBA: Company Type: Corporation Status: Active Closed Date: District: Last Audit Date: Location: Description:	Business Locations	Fees Inspections	Attachments Contacts	Holds Busine	ss Types More Info	
Siness Next Tab License Details Main Menu siness ABC DBA: Open Date: Company Name: ABC DBA: Closed Date: Company Type: Corporation Status: Active Closed Date: District: Location: Last Audit Date: Location: Description: Image: Company Status: Active Location:						
Company Name:ABCDBA:Open Date:Company Type:CorporationStatus:ActiveClosed Date:District:Location:Last Audit Date:Description:Image: Company Type	siness Next Tab License siness	e Details Main Menu				
Company Type:CorporationStatus:ActiveClosed Date:District:Last Audit Date:Location:Location:Description:Image: Status:	Company Name:	ABC	DBA:		Open Date:	
District: Last Audit Date: Location: Description:	Company Type:	Corporation	Status:	Active	Closed Date:	
Location: Description:	District:				Last Audit Date:	
Description:	Location:					
	Description:					





This will take you to your shopping cart. Click "Check Out" once ready to pay.

				Total \$350.00
				Check Out
Invoice: 0000	4278	Description: NONE		
Due Date: 04/08	3/2019	Billing ABC (Villalta, Ism Contact:	ael)	\$350.00
Case Number	Project	Case Address	Amount Due	Remove
HTAX000539-04- 2019		16304 MIDWAY RD Addison Texas 75001	\$350.00	Top Main Menu
				Total \$350.00

This will take you to the payment screen. Enter your card info and then click "Pay Now".

		THIS SITE IS CURRENTLY IN DEMO MODE		
Idison, IX				
onday, April 8, 2019				
woice#	Item Description	Quantity	Unit Price	Total Price
0004278	NONE	1	\$350.00	\$350.00
			Item Total:	\$350.00
ayment Details			Item Total: Order Total:	\$350.00 \$350.00
ayment Details		Dilling Street	Item Total: Order Total:	\$350.00 \$350.00 *all fields are required Pilling 7 In Code
ayment Details Cardholder Name		Billing Street	Item Total: Order Total:	\$350.00 \$350.00 "all fields are required Billing Zip Code 75001
ayment Details Cardholder Name Ismael Villalta Card Type		Billing Street 16304 Midway Road Card Number	Item Total: Order Total: Expiration Date	\$350.00 \$350.00 "all fields are required Billing Zip Code 75001
ayment Details Cardholder Name Ismael Villalta Card Type Visa	Y	Billing Street 16304 Midway Road Card Number 41111111111111	Item Total: Order Total: Expiration Date 12 - Dec	\$350.00 \$350.00 "all fields are required Billing Zip Code 75001
Cardholder Name Ismael Villalta Card Type Visa CVV Code		Billing Street 16304 Midway Road Card Number 41111111111111	Item Total: Order Total: Expiration Date 12- Dec	\$350.00 \$350.00 "all fields are required Billing Zip Code 75001 2026
Cardholder Name Ismael Villalta Card Type Visa CWCode 123	Y	Billing Street 16304 Midway Road Card Number 4111111111111	Item Total: Order Total: Expiration Date 12 - Dec	\$350.00 \$350.00 "all fields are required Billing Zip Code 75001 2026
Cardholder Name Ismael Villalta Card Type Visa CW Code 123		Billing Street 16304 Midway Road Card Number 411111111111111	Item Total: Order Total: Expiration Date 12 - Dec V	\$350.00 \$350.00 "all fields are required Billing Zip Code 75001 2026

FINANCE



You will see this screen once your payment has been processed. When done click "Continue to Site" to be taken back to the home screen.

		THIS SITE IS CURRENTLY IN DEMO MODE.		
Addison, TX				
Order Number: 15				
Ionday, April 8, 2019)			
Your payment was succ	ressfully processed			
Your payment was succ	cessfully processed.			
Your payment was such	cessfully processed. Item Description	Quantity	Unit Price	Total Pric
Your payment was suce Invoice # 00004278	cessfully processed. Item Description NONE	Quantity 1	Unit Price \$350.00	Total Pric \$350.0
Your payment was suce Invoice # 00004278	cessfully processed. Item Description NONE	Quantity 1	Unit Price \$350.00 Item Total:	Total Pric \$350.0 \$350.0
Your payment was suce Invoice # 00004278	tessfully processed. Item Description NONE	Quantity 1	Unit Price \$350.00 Item Total: Order Total:	Total Pric \$350.0 \$350.0 \$350.0

At the home page you will see this message mentioning a receipt was sent to you by email.

Γ	Thank You!
	Your transaction was processed successfully. Your invoices tied to this order have been updated accordingly. An e-mail has been sent to you with your receipt.



This is the what the emailed receipt would look like.

		s message i	s displayed, c	lick here to view	v it in a web browser
МуG	iovPav	1			
1	EMPOWERED BY TYLER TECHNOLOGIE	ES			
ddison	, тх				
ayment	Confirmation				
	Payment Dat	e	Monday	, April 8, 2019	
	Payment Dat Order Numbe	ie Hr	Monday	/, April 8, 2019 15	
Line Items	Payment Dat Order Numbe	ie Fr	Monday	/, April 8, 2019 15	
Line Items Invoice #	Payment Dat Order Numbe	er Quantity	Monday Unit Price	r, April 8, 2019 15 Total Price	
Line Items Invoice # 00004278	Payment Dat Order Numbe	er Quantity	Monday Unit Price \$350.00	7, April 8, 2019 15 Total Price \$350.00	
Line Items Invoice # 00004278	Payment Date Order Number Item Description NONE Item Tota	er Quantity 1	Monday Unit Price \$350.00	7, April 8, 2019 15 Total Price \$350.00 \$350.00	

Checking License Status

On the home page click "View" and then on the far right click "My Licenses"





Below you will see three different statuses after payment has been made: Renew Submitted Online, Renew Submitted, and Active.

Renew Submitted Online: This is the status right after payment. Staff has not reviewed application.

Renew Submitted: Staff is currently reviewing application.

Active: Staff has approved application. Approval of application will take 1-3 business days from the date of payment.

									Exact Match
Export								Sort Li	cense Number
License Number	DBA	Address	Status	License Type	Company	Applied Date	Period Start Date	Expiration Date	Renew
HTAX00053 9-04-2019		16304 MIDWAY RD Addison, Texas 75001	Renew Submitted Online	Hotel Occupancy Tax	ABC	04/08/2019			
		75001	1						

My Licenses						Se	arch for License	Number, Com	pany, Type, DE 🔍
									Exact Match 🗌
Export								Sort	License Number
License Number	DBA	Address	Status	License Type	Company	Applied Date	Period Start Date	Expiratio Date	n Renew
HTAX00053 9-04-2019		16304 MIDWAY RD Addison, Texas 75001	Renew Submitted	Hotel Occupancy Tax	ABC	04/08/2019			
Results per page	a <u>10 v</u> 1-10	f1 << <	1 > >>						

My Licenses						s	earch for License I	Number, Company	y, Type, DE 🔍
									Exact Match
Export								Sort	ense Number
License Number	DBA	Address	Status	License Type	Company	Applied Date	Period Start Date	Expiration Date	Renew
HTAX00053 9-04-2019		16304 MIDWAY RD Addison, Texas 75001	Active	Hotel Occupancy Tax	ABC	04/08/2019	04/08/2019	05/20/2019	
Results per page	a <u>10 v</u> 1-1o	f1 << <	1 > >>						

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Once the application for "license" has been approved you will receive an email with an attachment. The attachment is the "license" issued noting the issue date, expiration date, and tax paid. This will be for your records.

NR	noreply@addisontx.gov Villalta, Ismael [EXT] Email: Hotel Tax Paid "License" Test	
Por 97	L Mixed Beverage_8-4-2019_09-33-50_a33c7636-8b4a-456c-a12b-39f76d5efdc4.pdf 7 KB	
Email: H	lotel Tax Paid "License" Test	

	HOTEL	OCCUPANCY TAX
		ADDISON
BUSINESS LICENSE NUMBE	R HTAX000523-02-201	9
APPLIED DATE 04/15/2019	ISSUED D	ATE EXPIRATION DATE
HOTEL NAME MOTEL 6 4325 BELT Addison,Tex	OPERATING L P LINE as 75001	Tax Preparer:
HOTEL NAME MOTEL 6 4325 BELT Addison,Tex Gross Room Revenues	OPERATING L P LINE as 75001 \$331,897.29	Tax Preparer: INVOICE NUMBER INVOICE DATE INVOICE TOTAL
HOTEL NAME MOTEL 6 4325 BELT Addison,Tex Gross Room Revenues Government Officials	OPERATING L P LINE (as 75001 \$331,897.29 \$1,780.55	Tax Preparer: <u>INVOICE NUMBER</u> <u>INVOICE DATE</u> <u>INVOICE TOTAL</u> 00004279 04/15/2019 \$ 22,450.59
HOTEL NAME MOTEL 6 4325 BELT Addison,Tex Gross Room Revenues Government Officials Permanent Residents	OPERATING L P LINE (as 75001) \$331,897.29 \$1,780.55 \$9,394.08	Tax Preparer: <u>INVOICE NUMBER</u> <u>INVOICE DATE</u> <u>INVOICE TOTAL</u> 00004279 04/15/2019 \$ 22,450.59 PAID AMOUNT PAYMENT DATE RECEIPT NUMBER
HOTEL NAME MOTEL 6 4325 BELT Addison,Tex Gross Room Revenues Government Officials Permanent Residents Total Exemptions	OPERATING L P LINE sas 75001 \$331,897.29 \$1,780.55 \$9,394.08 \$11,174.63	Tax Preparer: INVOICE NUMBER INVOICE DATE INVOICE TOTAL 00004279 04/15/2019 \$ 22,450.59 PAID AMOUNT PAYMENT DATE RECEIPT NUMBER \$ 0.00 \$ 0.00
HOTEL NAME MOTEL 6 4325 BELT Addison, Tex Gross Room Revenues Government Officials Permanent Residents Total Exemptions Taxable Revenue	OPERATING L P LINE (as 75001) (3331,897.29) (\$1,780.55) (\$9,394.08) (\$11,174.63) (\$320,722.66)	INVOICE NUMBER INVOICE DATE INVOICE TOTAL 00004279 04/15/2019 \$ 22,450.59 PAID AMOUNT PAYMENT DATE RECEIPT NUMBER \$ 0.00 \$ 0.00



Going back to the home page you will notice your active "license" on the bottom left corner.

