

# 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](mailto:support@muniservices.com) • Website: [www.revds.com](http://www.revds.com)**

**Online Filing: [www.salestaxonline.com](http://www.salestaxonline.com)**



## 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](http://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](http://www.salestaxonline.com) or by visiting our website at [www.revds.com](http://www.revds.com). (Taxpayer → Texas → Online Filing)

- From the Home page of [www.salestaxonline.com](http://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.**

**Step 2: File Your Monthly Tax Return**

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

Signed in as Carol Dyar LOG OFF

# SalesTaxONLINE.com

Home | Create Return | My Returns | Account Center | Lookup | Support | FAQ

Welcome to SalesTaxOnline, Carol Dyar.

**Quick Links**  
[File a new return](#) || [View my account numbers](#) || [View my business information](#) || [View my filing history](#)

**Notices & Alerts**  
 This section displays notices and alerts about tax rates, tax forms, and other important information regarding your SalesTaxOnline account.

| Alert   | Details  | Date Added |
|---|--|------------|
| Welcome to SalesTaxOnline.com<br>The City of South Padre Island | The City of South Padre Island, TX Hotel Motel Occupancy tax is available to be filed and paid online effective tax period December 2012. (Taxes due by January 15, 2013) Please contact us at (800) 227-7059 if you have any questions or need assistance filing this return. You may also contact MuniServices, LLC toll free at (866) 240-3665. |            |

[Click here for tax authority contact information](#)

**e-Gov Systems**  
**Website Support**  
 Phone (225) 215-0100  
 Toll-Free (800) 227-7059  
 Email Support@e-GovSystems.com

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- Create Return.

Home | Create Return | My Returns | Account Center | Lookup | Support

**SELECTION** (New Return) → **PREPARE** (Enter Data) → **PAYMENT** (Process Payment) → **FILE** (Return/Remittance) → **CONFIRMATION** (Print Return)

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

1. Select State:

2. Select Filing Period:

3. Select Return:

Don't see your return listed? [Click here to add the return.](#)

4. Select Location:

Does your company have multiple locations? [Click here to add another business location.](#)

| Month          | Defaults to current tax period due |
|----------------|------------------------------------|
| October 2012   |                                    |
| September 2012 |                                    |
| August 2012    |                                    |
| July 2012      |                                    |
| June 2012      |                                    |
| May 2012       |                                    |
| April 2012     |                                    |
| March 2012     |                                    |
| February 2012  |                                    |
| January 2012   |                                    |
| December 2011  |                                    |
| November 2011  |                                    |
| October 2011   |                                    |
| September 2011 |                                    |
| August 2011    |                                    |
| July 2011      |                                    |
| June 2011      |                                    |
| May 2011       |                                    |

- Prepare/Enter Data/Click Add

**File Date**

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" your 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 15<sup>th</sup> as your file date, then your payment will not be submitted until the 15<sup>th</sup>.)

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

- Enter Your Data

|     |  |           |
|-----|--|-----------|
| 1.  | Gross Room Receipts (Before Exemptions)                    | 257025.00 |
| 2a. | Exemption: Contracted to use room for 30 Consecutive Days  | 10000.00  |
| 2b. | Exemption: U.S. employee or U.S. military                  | 0.00      |
| 2c. | Exemption: Foreign diplomatic personnel                    | 0.00      |
| 2d. | Total Exemptions   | 10000.00  |
| 3.  | Taxable Room Receipts (Line 1 minus 2d)                    | 247025.00 |
| 4.  | Tax Rate   | 8.50 %    |
| 5.  | Tax Due  | 20997.12  |
| 6.  | Discount (1% of Tax Due allowed if timely filed and paid.) | 209.97    |
| 7.  | Penalty  | 0.00      |
| 8.  | Interest   | 0.00      |
| 9.  | Total Net Amount Due                                       | 20787.15  |
| A.  | Total # of Rooms   | 250       |
| B.  | Total # of Rooms Rented for This Tax Period                | 200       |

- Click Next

| Jurisdiction                    | Type | Code | Taxable Receipts | Rate   | Tax Due            | Discount        | Penalty       | Interest      | Total              | Modify |
|---------------------------------|------|------|------------------|--------|--------------------|-----------------|---------------|---------------|--------------------|--------|
| South Padre Island              | 30   | 11   | \$247,025.00     | 8.50 % | \$20,997.12        | \$209.97        | \$0.00        | \$0.00        | \$20,787.15        | EDIT   |
| <b>Total for Jurisdictions:</b> |      |      |                  |        | <b>\$20,997.12</b> | <b>\$209.97</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$20,787.15</b> |        |

**Step 3: Enter Payment Information**

Home | Create Return | My Returns | Account Center | Lookup | Support | FAQ

SELECTION (New Return) → PREPARE (Enter Data) → **PAYMENT (Process Payment)** → FILE (Return/Remittance) → CONFIRMATION (Print Return)

**Select a Payment Method**

Please select a payment method below:

| Jurisdiction or Return Name             | Convenience Fee | Amount Due         |
|---|-----------------|--------------------|
| MuniServices Hotel Occupancy Tax Return | \$0.00          | \$20,787.15        |
| <b>Total</b>                            | <b>\$0.00</b>   | <b>\$20,787.15</b> |

The tax due for this return is \$20787.15. File/Payment date selected: 12/4/2012 ⓘ

e-Pay from a Saved Checking or Savings Account

Checking (\*\*\*\*\*1709) ▼

Routing Number: **062000019**      Name on Bank Account: **Alisa's Treasures**  
 Account Number: **\*\*\*\*\*1709**      Payment Account Address: **2317 3rd Avenue, North Birmingham, AL 35203 USA**  
 Account Type: **Checking**

EDIT PAYMENT ACCOUNT  
 BACK    CANCEL    NEXT

e-Pay from a New Checking or Savings Account

Option to warehouse checking/savings account numbers

Click "Next" after payment information is entered.

**Step 4: Submit Your Return and Payment**

Home | Create Return | My Returns | Account Center | Lookup | Support | FAQ

SELECTION (New Return) → PREPARE (Enter Data) → PAYMENT (Process Payment) → **FILE (Return/Remittance)** → CONFIRMATION (Print Return)

**Summary**

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

| Jurisdiction or Return Name             | Convenience Fee | Amount Due         |
|---|-----------------|--------------------|
| MuniServices Hotel Occupancy Tax Return | \$0.00          | \$20,787.15        |
| <b>Total</b>                            | <b>\$0.00</b>   | <b>\$20,787.15</b> |

**Location Information**

Contact Name: Alisa Maske      Phone Number: 205-324-0088  
 Location Name: Alisa's Treasures  
 Location Address: 2317 3rd Avenue, North Birmingham, AL 35203 USA      Mailing Address: 2317 3rd Avenue, North Birmingham, AL 35203 USA

**Return Information**

Account Number: 100905      Filing Status: Assigned By MuniServices  
 Filing Period: December 2012      File/Payment Date: 12/04/2012

**Payment Information**

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

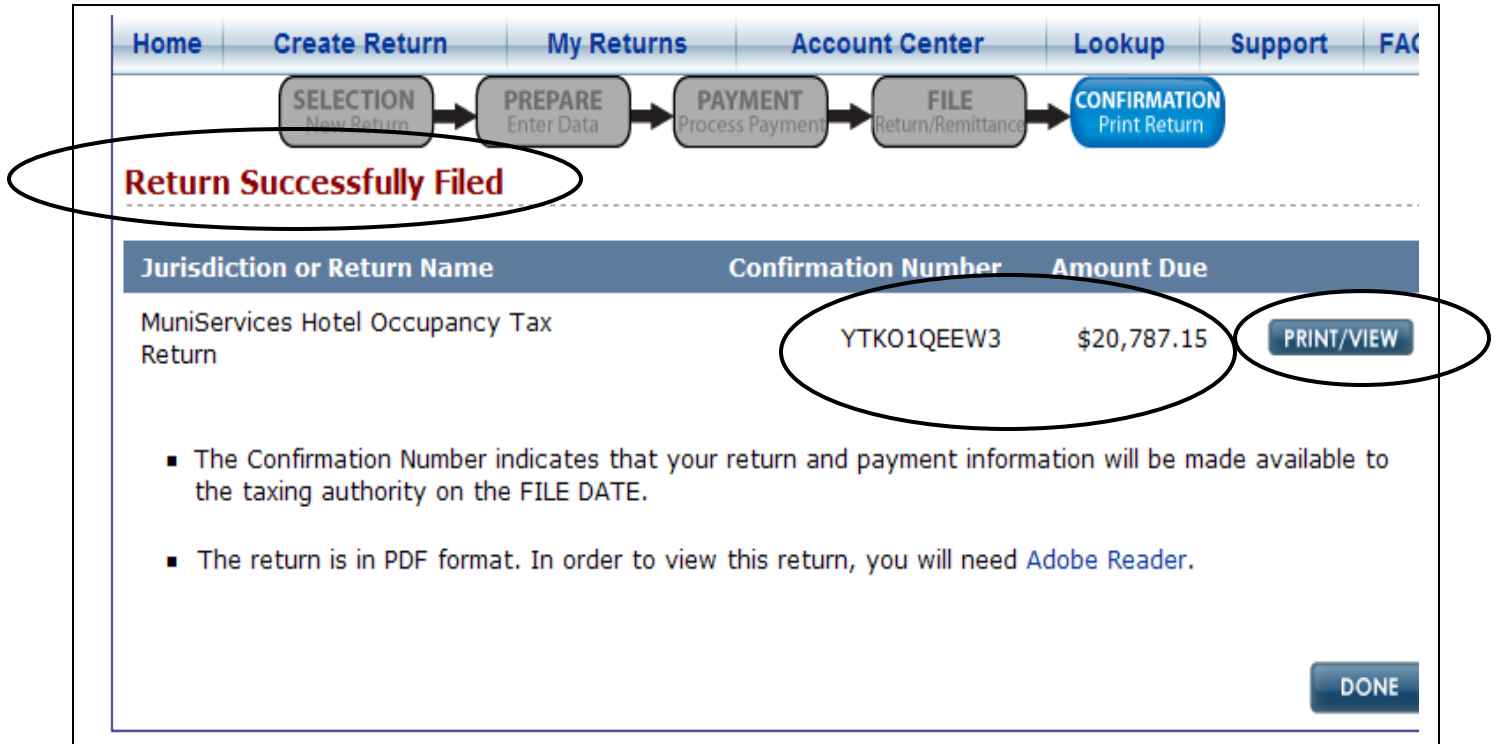
Routing Number: 062000019  
 Account Number: \*\*\*\*\*1709  
 Payment Account Address: Alisa's Treasures, 2317 3rd Avenue, North Birmingham, AL 35203 USA

You must click the FILE RETURN button below to submit your return and receive a Confirmation Number.

BACK    CANCEL    **FILE RETURN**

Verify the amount due, the file/payment date and your payment account information before clicking, "File Return."

**Step 5: Confirmation**



- 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!



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