



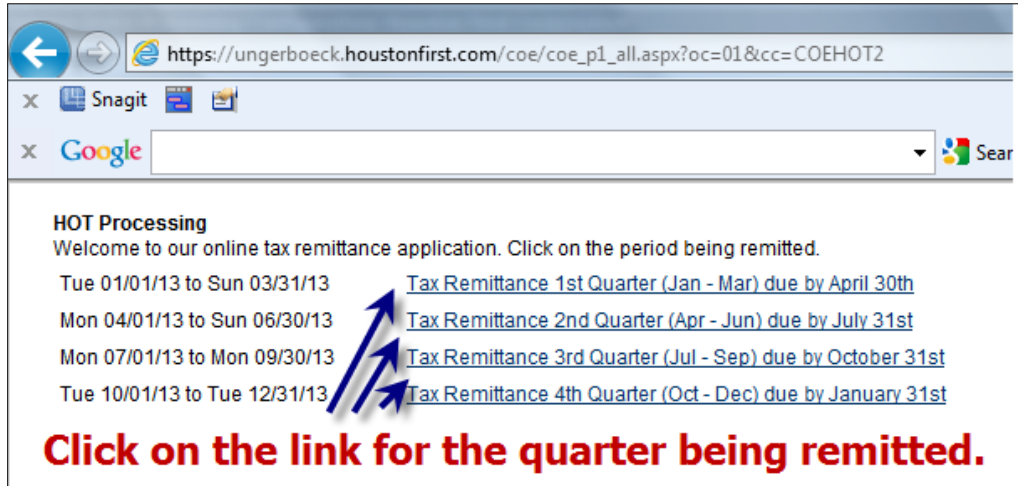
1. Accessing the Website

Copy and paste this web address into your web browser:

https://ungerboeck.houstonfirst.com/coe/coe_p1_all.aspx?oc=01&cc=COEHOT2

HINT: Save this address as a bookmark in your browser.

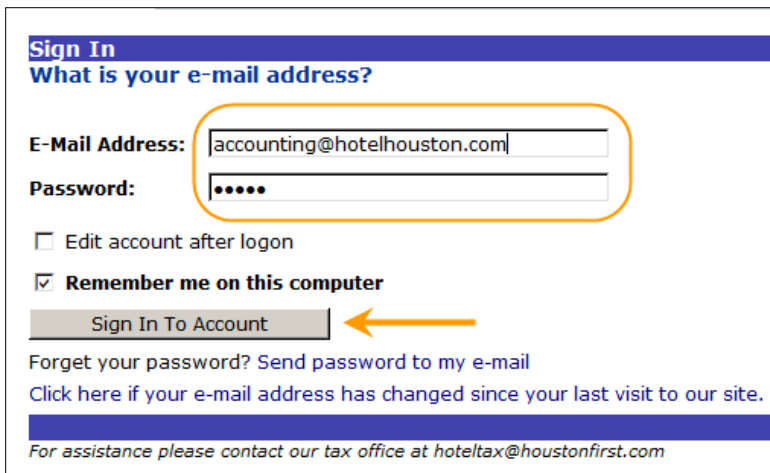
If prompted, locate the quarter which correlates to the time period for which you are remitting taxes. (If you are paying for multiple quarters, return to this screen once your initial remittance is complete and repeat the process).



2. Logging On

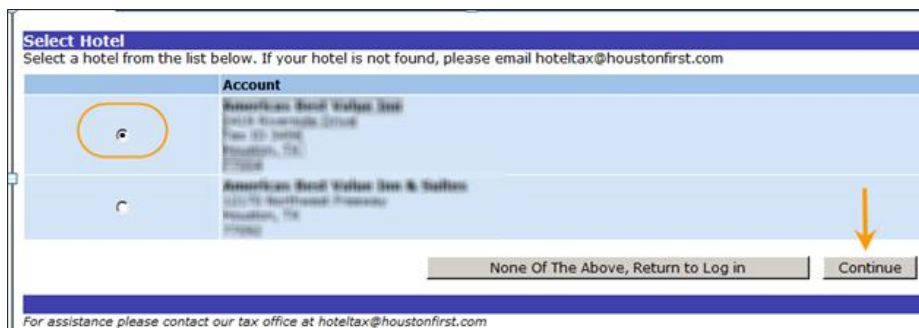
Each property will be provided with one account which may be shared by multiple people at the property.

- Enter the registered email address.
- Enter the password. All hoteliers have been pre-registered. Enter the password that has been provided or to have your password send to you click the link to send password via email.
- Click 'Sign In To Account'.



3. Multiple Property Remittance

- If the email address is attached to multiple properties, you will be prompted to select a single property before proceeding to the remittance.
- Select the account and click 'Continue'. Proceed to next step.





4. Adding a Remittance

A remittance amount is required for each month.

- **Gross Receipts:** Enter the total amount of all room receipts during Month 1 within the reporting period. (Note that the City of Houston does not impose hotel occupancy taxes on meeting rooms or banquet rooms.)
- **30 Day Residency Exemption:** Enter the total amount of receipts for guests claiming a 30-day residency exemption. If no such exemptions are claimed, leave blank.
- **Other Exemptions:** Enter the total amount of all other exemptions claimed by guests. (Note that the City of Houston does not recognize State of Texas exemptions for educational, religious, or charitable organizations.) If no exemptions are claimed, leave blank

HOT Tax Form
Enter your gross receipts and any exemptions and click the Save & Continue button below.

Month 1

▶ Month 1

Total Remittance	Total - Calculated	Total
Gross Receipts During Reporting Period Month 1	10000 7.00 %	700.00
30-Day Residency Exemptions Month 1	1200 -7.00 %	(84.00)
Other Exemptions Month 1	-7.00 %	0.00

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- Click the **Save & Continue** button.
- Enter Gross Receipts, Residency Exemptions and Other Exemption for Month 2 and click the **Save & Continue** button.
- Enter Gross Receipts, Residency Exemptions and Other Exemption for Month 3 and click the **Save & Continue** button.

5. Interest and Penalties

If interest and late penalties do not apply, click the **Save & Go To Cart** button and proceed to #6.

- **Hotel Tax Late Penalty Payment:** If the amount of tax owed is more than three months past due, a fifteen percent (15%) penalty is assessed. If applicable, enter total amount of TAXES DUE.
- **HOT Interest Charges:** If the amount of tax owed is paid after the due date, simple interest will apply at a rate of ten percent (10%) per annum. Interest is assessed daily beginning the first calendar day after the due date. If applicable, multiply the total amount of TAXES DUE by .1 by ("X"/365), where "X" is equal to the number of days after the due date.
- Click the **Save and Go to Cart** button.

▶ Interest and Penalties

Total Remittance	Total - Calculated	Total
HOT Interest Charges Hide Details	428 1.00 \$	428.00
If the amount of tax owed is paid after the due date, simple interest will apply at a rate of ten percent (10%) per annum. Interest is assessed daily beginning the first calendar day after the due date. If applicable, multiply total amount of TAXES due by .1 by ("X"/365), where "X" is equal to the number of days after the due date.		
Hotel Tax Late Payment Penalty Hide Details	42000 15.00 %	6,300.00
If the amount of tax owed is more than three months past due, a fifteen percent (15%) penalty is assessed. If applicable, enter total amount of TAXES due		



6. Reporting Period Information

- Review the Remittance Details section to ensure all is correct. Use either the Edit or Remove buttons to make changes.
- Answer the question, **"Has Ownership Changed during the reporting period?"**: Select Yes or No. A representative may contact you for further information.
- Click 'Submit'

7. Making a Payment

Payments can be made using electronic checks.

- Scroll down to the Payment Options section.
- Select Pay by Electronic Check.
- Enter the payment details.

Billing Account
Americas Best Value Inn & Suites #0959
michelefrau@telus.net
Houston, TX, 77092

Payment Options
Select your payment method below and fill in all accompanying information

Pay by electronic check.

Name on the Account:	Hotel Corpotation Ltd.
Account Type:	Checking ▾
Routing #:	548 What's This?
Account #:	123123123123

During heavy volume it may take up to 60 seconds to process your order.

[Click to Submit Remittance](#)

- Click 'Click to Submit Remittance'
- Do not click the back button or close the browser until the payment has been confirmed.
- A confirmation of the payment will appear online once the payment has successfully been processed. An email confirmation will also be sent.

8. Additional Remittances

- To remit for a different reporting period for the SAME property, click the 'Add Another Tax Remittance' link located in the top left corner of the screen.

09/16/13 12:24 PM [Return To Home Page](#) | [Printer Friendly Version](#)

Tax Remittance

Thank you for your remittance. The following information has been received by our system.

Options
[Add Another Tax Remittance](#)

General Information
Hotel Property: Americas Best Value Inn & Suites #0959
Remittance: Tax Remittance 2nd Quarter (Apr - Jun) due by July 31st (2601)
Dates: Monday, 04/01/13

Remittance Information
Tax Remittance Reference #: 9129
Internet Order
Hotel Property: Americas Best Value Inn & Suites #0959
Address: 12170 Northwest Freeway
Houston, TX
77092

- To remit for a different hotel, click the Return to Home Page link located in the top left corner of the screen.

Questions?

- If you have questions or comments, please contact: hoteltax@houstonfirst.com