Click the PIDN

			Welcome to the D	enton County Hotel Occ	cupancy Tax Reporting Port	al	
Account Information				Information			
Account: Owner: Contact:	Account: 1266 Domer: Thank you for your patience as we implemented our program. We have extended the October 2023 reporting due date to 12/1/202 You must first "Line Existing Records" to your account. Use the PIDN and Security Code to link your properties. Then you will see the populate in the "Linked Records" area. Then press "File" to report.						
Phone:				Getting Started			
Mailing Address:		1 Courthouse Drive Denton, TX 76208		Ø	Link Existing Records		
Linked Records							
PIDN	Туре	11 Status	11 Total	Credit	14 Location	Mailing Name	
H200 Pay	File HOT	Active	5.00	0.00	1 Courthouse		

On this screen, have them click "Actions"

Then click, Proceed with Filings

Go Back All payments must be made through t	he iGov portal
Ferns and Primary	
Make Payment	H200
View Past Receipts	1266
View Charge History	
View Bills	
Proceed With Filings	Active
Licenses	1 Courthouse Dr Denton, TX 76208
Mailing Name and Address:	
	1 Courthouse Drive
Total Balance Due	5.00

The current filing will be shown here with a "Start" option.

٢	Denton County						=
Ø Dashpoard	Go Back To Custom	er Landing Page					
Terms and Privacy			Outstanding Fil	ings 🗸			
\bigcirc		Filing Hub PIDN: H200	if you wish to pr outstanding filin Excel	oceed with the filing click the "Start" link. If g.	you wish to do an extension, click the "Extension" link	c. These links will only show if you have a Search:	n
	-		Tax Year	1 Filing Code	T1 Date Due	ті Туре ті	
			2023 Showing 1 to 1	HOT	Start 12/07/2023	Standard	
	-		Showing 1 to 1	or rendres			_
	Filing History	h filina's details cick on the view/edit ico	n on the far right of each record				
	Excel	anning a declara cick of the view, corried	non die fait fight of each coold.			Search:	
	Tax Year	11 Filing Code	11 Date Due	11 Type Of Filing	11 Extension Date	14 Status	
	2023 (1) ~ 2023	НОТ	12/01/2023	Standard	•	Active	ß
	Showing 1 to 1 of	1 entries					
	Other Actions <						

Then click on "Enter Line Item Info"

structions: Filing	d Master Pade O	inscreen instruct									
Filing Information	n										
Click each green	panel to complete t	the filing process.									
PIDN: H200											
Filing Code: HC Status: Active	OT										
Type: Standard	ł										
Name:	10/01/2022 10/21	2022									
Date Due: 12/0	07/2023 - 10/31, 07/2023	/2025									
_			/								
			/	<i>n</i>							
Uploads (Sup	porting docume	nts can be uploa	ded in this section.)							
		/		¢							
Filing Line Ite	ems	/									
Filing Line Ite	ems										
Filing Line Ite	ems em Info	/								Search:	
Filing Line Iter	erns ern Info	Gross Earned	12 Deductions	11 Taxable Adjustm	ent 11 Taxable Basis	13 Calculated Tot	al 11. Pre Payments	11. Estimated Payme	ent 1≟ Penalty 1	Search:	1 Final Charge
Filing Line Iter Enter Line Iter Filing Order	ems em Info ti Line Item I HOT	Gross Earned	Deductions	Taxable Adjustme	ent 11 Taxable Basis 0.00	11 Calculated Tot	al 11 Pre Payments 0.00	11 Estimated Payme	ent 11 Penalty 1 0.00	Search: Interest 0.00	Final Charge
Filing Line Iter Enter Line Iter Filing Order 0	ems em Info fi Line Item 1 HOT Totals:	Gross Earned	12 Deductions 0.00 0.00	Taxable Adjustme	ent 11 Taxable Basis 0.00 0.00	Calculated Tot 0.00 0.00	al 1 Pre Payments 0.00 0.00	1 Estimated Payme 0.00 0.00	ent 11 Penalty 1 0.00 0.00	Search:	Final Charge 0.00 0.00
Filing Line Iter Enter Line Iter Filing Order 0	ems em Info fi Line Item 1 HOT. Totals:	Gross Earned	11 Deductions 0.00 0.00	Taxable Adjustme 0.00	ent 11 Taxable Basis 0.00 0.00	Calculated Tot: 0.00 0.00	al 1 Pre Payments 0.00 0.00	Estimated Payme 0.00 0.00	ent 12 Penalty 1 0.00 0.00	Search:	 Final Charge 0.00 0.00
Filing Line Iter Enter Line Iter Filing Order 0 Showing 1 to 1 of	ems em Info f1 Line Item 1 HOT. Totals: of 1 entries	Gross Earned	11 Deductions 0.00 0.00	Taxable Adjustme	ent 11 Taxable Basis 0.00 0.00	Calculated Tot 0.00 0.00	al 1 Pre Payments 0.00 0.00	Estimated Payme 0.00 0.00	ent 11 Penalty 1 0.00 0.00	Search:	 Final Charge 0.00 0.00
Filing Line Iter Enter Line Iter Filing Order 0 Showing 1 to 1 of	ems em Info TI Line Item T HOT Totals: of 1 entries	Gross Earned	12 Deductions 0.00 0.00	 Taxable Adjustme 0.00 0.00 	ent 11 Taxable Basis 0.00 0.00	Calculated Tot 0.00 0.00	al 1: Pre Payments 0.00 0.00	Estimated Payme 0.00 0.00	ent 11 Penalty 1 0.00 0.00	Search: Interest 0.00 0.00	 Final Charge 0.00 0.00
Filing Line Iter Enter Line Iter Filing Order 0 Showing 1 to 1 of Resulting Char	ems em Info Ti Line Item T HOT Totals: of 1 entries arges	Gross Earned	12 Deductions 0.00 0.00	11 Taxable Adjustm 0.00 0.00	ent 11 Taxable Basis 0.00 0.00	Calculated Tot 0.00 0.00	al 1: Pre Payments 0.00 0.00	Estimated Payme 0.00 0.00	ent 11 Penalty 1 0.00 0.00	Search: I Interest 0.00 0.00	 Final Charge 0.00 0.00
Filing Line Iter Enter Line Iter Filing Order 0 Showing 1 to 1 of Resulting Cha	ems em Info Ti Line Item 1 HOT Totals: of 1 entries	Gross Earned	12 Deductions 0.00 0.00	Taxable Adjustm 0.00 0.00	ent 11 Taxable Basis. 0.00 0.00	Calculated Tot	al 1. Pre Payments 0.00 0.00	II Estimated Payme 0.00 0.00	ent 11 Penalty 1 0.00 0.00	Search:	 Final Charge 0.00 0.00
Filing Line Iter Enter Line Iter Filing Order 0 Showing 1 to 1 of Resulting Cha filing related	ems em Info Ti Line Item T HOT Totals: of 1 entries arges	Gross Earned	12 Deductions 0.00 0.00	Taxable Adjustm 0.00 0.00	ent 11 Taxable Basis 0.00 0.00	Calculated Tot	al 1. Pre Payments 0.00 0.00	II Estimated Payme 0.00 0.00	ent 11 Penalty 1 0.00 0.00	Search:	 Final Charge 0.00 0.00
Filing Line Iter Enter Line Iter Filing Order 0 Showing 1 to 1 of Resulting Cha filing related No charges have	ems em Info Ti Line Item T HOT Totals: of 1 entries expected arges expected arguments the entries of the entrie	Gross Earned 0.00	Deductions 0.00 0.00	Taxable Adjustm 0.00 0.00 Clicking on the 'Enter Lin	ent 12 Taxable Basis 0.00 0.00 e Item Info' button above.	Calculated Tot	al 1. Pre Payments 0.00 0.00	II Estimated Payme 0.00 0.00	ent 11 Penalty 1 0.00 0.00	Search:	 Final Charge 0.00 0.00

CRITICAL* you MUST press TAB on your keyboard between fields or it will not calculate properly.



Enter values in Column 1 and 2, the press TAB on your keyboard and all the other fields will populate.

1. Gross Receipts for the reporting month

2. Gross Receipts Exempt (Enter this as a positive number, not a negative)

3. Then press TAB on your keyboard through each of the other fields and they will automatically populate

Go Back To Filing Hub									
Standard Filing Line Item Entry									
PIDN: H200 Filng Code: HOT Status: Active Type: Standard Enter Gross Receipts and Gross R	Receipts Exempt. All the c	other fields will populate on th	eir own.	Name: For Period of: 10/01/2 Date Due: 12/07/2023	023 - 10/31/2023				
Line	(1) Gross Room	(2) Bross Boom Receipts	Taxable Gross	Calculated	Pre	Estimated	S	earch:	Final
Item 11 Description 11	Rental Receipts	exempt from Taxation	Room Rentals	14 Total	11 Payments	Payment	Penalty 1	Interest	Charge 14
HOT Hotel Occupancy Tax Showing 1 to 1 of 1 entries	d 🖌	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Save Changes Finalize Filing	Proccess Zero Filing								

Confirm all values and press Finalize Filing.

Standard Filir PIDN: H200 Filng Code: H Status: Active Type: Standar	ng Line Item Entry HOT e			• • •	Name: For Period of: 10/01/20 Date Due: 12/07/2023	023 - 10/31/2023				
Enter Gross I	Receipts and Gross R	(1) Gross Room Rental Receipt	ther fields will populate on the (2) Gross Room Receipts Exempt from Taxation	ir own. Taxable Gross ^{1↓} Room Rentals	Calculated	Pre Payments	Estimated Payment	Se 1↓ Penalty 1↓	earch:	Final Charge
HOT Showing 1 to Save Chang	Hotel Occupancy Tax 1 of 1 entries ges Finalize Filing	1,000.00 Proccess Zero Filing	0.00	1,000.00	20.00	0.00	0.00	0.00	0.00	20.00

If all is correct, press OK





You should upload supporting documents (click "Upload" to expand window)

Uploads (Supporting documents can be uploaded in this section.)	
Filing Master Page Onscreen Upload Instructions: No documents have been uploaded for this filing	
	To upload documents click within this box or open file explorer and drag documents into the box.
	Submit All Files

Click "Make Payment"

Reset Filing													Search:	
Filing Order 1	Line Item	Gross Earned	Deduction	s 11. Tax	able Adjustment	Taxable I	lasis 11	Calculated Total	Pre Payme	ints 💠 Estimated P	nyment : Pe	enalty	Interest	Final Charge
0	HOT	1,000.00	0.00	0.00		1.000.00	2	0.00	0.00	0.00	0.0	0	0.00	20.00
	Totals:		1,000.00	0.00	0	0.00	1	000.00	20.00	0.00	0.	00	0.00	20.00
howing 1 to 1 of 1 Resulting Charg	intries 55												/	
howing 1 to 1 of 1 Resulting Charg ling related	intries 25											/	/	
howing 1 to 1 of 1 Resulting Charg ling related Description	ntries 25 Status	Gross	Exclusions	Net	Adjustment	Normal	Disount	Penalty	Interest	Due	Check Num		Dute Paid	Date Filed
Resulting Charg Resulting Charg Ring related Description	rotes 15 Status 2 Dentity	Gross	Exclusions	Net	Adjustment	Normal	Disount	Penalty	Interest	Due syment	Deck Num	ber	Date Paid	Date Filed

Make sure the "Select" button is checked. Visually confirm the amount. THE AMOUNT FIELD WILL AUTOMATICALLY POPULATE. DO NOT CHANGE. Then click "Submit"

			/						
۲	Denton Coun	nty							*
@ Dathboard	Go Back To Prev	rious Dashboard							
Terms and	Make a F	Payment							
Privacy	Select	Tax Year	Date Due	Description	Normal	Penalty	Interest	Discount	Gross
		2023	12/07/2023	Hotel Occupancy Tax	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
	Amount Due:	\$20.00			Payment Amount	:: \$ 20.00			

۲	Denton Cour	nty								
🚱 Dashboard	Go Back To Prev Make a	rious Dashboard Payment								
Terms and Privacy	Select	Tax Year	Date Due	Description	Normal	Penalty	Interest	Discount	Gross	
		2023	12/07/2023	Hotel Occupancy Tax	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	
	Amount Due:	\$20.00			Payment Amount:	\$ 20.00				
				Sut	omit					

Select Payment Type

edit cards are subject to a convenience fee of 2.25% with a minimum fee of \$2.00. eChecks are not subject to a nvenience fee Select a payment type Select a payment type Credit Card Online E-Check	Payment Confirmation	
Select a payment type Select a payment type Credit Card Online E-Check	iredit cards are subject to a convenience fee of 2.25% with a minimum fee of \$2.00. eChecks are not subje onvenience fee.	ct to a
Select a payment type Credit Card Online E-Check	Select a payment type	~
Credit Card Online E-Check	Select a payment type	
E-Check	Credit Card Online	
	E-Check	
initial you agree to pay. atto.to	publicial you agree to pay. \$100.00	

Click on the type of payment

Note the convenience fee for Credit Cards. Echecks are currently at no cost.

If you wish, fill in the Comments as appropriate for your filing. Example: Hotel X October 2023 or your PIDN# October 2023.

2, 2222			
Please choose one of the following payment methods:	Payment Type Credit Card e-Check	Convenience Fee Charged 2.75% per transaction (minimum 52.00) 50.00 per transaction	
INVOICE INFORMATION			
Invoice Item			Amount
Rate Code: HOT Description: Hotel Occupancy Tax Comments (Optional)		S	5.00
Rate Code: HOT Description: Hotel Occupancy Tax		\$	20.00
Comments (Optional)			
Subtotal		\$	25.00
Convenience Fee		S	Choose a payment method to calculate.
Total		S	25.00
		_	

For Echecks, you will get this screen. Complete all necessary sections. Click Next

PAYMENT INFORMATION Note: Bold fields are required.

Accou			
Routing N	umber	0	
Routing N	Autori	 Low to may your round and account number ; 	
Bank	Name		
Checking Account N	umber	Do not enter banking information drawn on savings accounts.	
Confirm Checking Account N	Imber	Please note, for Credit Union accounts, the routing and/or account number may different for ACH transactions. If unsure of your ACH routing and/or account nur please contact your financial institution prior to submitting your payment.	
These payments may take based on the transaction payment, please contact t email in your normal inbo	24 to 72 hours to clear your financial institutio late, some do not. If you have questions or cor e agency directly prior to submitting your pay , please make sure to check your spam/junk fo	n. While most agencies post payments cerns regarding the posting date of your ment. If you do not receive the confirmation Ider.	
CH Debit Authorization Agreement he one-time payment of Payment Amou	nt(s) and Convenience Fee(s) listed above will be	electronically debited from your account.	
authorize Certified Payments to electro cknowledge that the initiation of ACH tra	ically debit the account listed above for the amour nsactions to my account must comply with the pro	t of the payment and associated convenience fee. I visions of U.S. law.	
y typing "YES" or "yes" into the agreem nderstood and agree to the terms of thi	nt box below and typing your full name into the Si agreement, and that I am a duly authorized signe	gnature box below I acknowledge that I have read, on the account listed above.	
lease print this form before pressing the fter submitting a payment, hitting th ayments. If you are unsure if your pay electing Search Now under Review P Signature:	"I accept" button. Remember to record this transa back button and re-submitting your payment i ment has been processed, you may review yo yment History.	ction in your check register. nformation may result in duplicate electronic check ur payment history at www.CertifiedPayments.net by	
lease print this form before pressing the reer submitting a payment, hitting the ayments. If you are unsure if your pa electing Search Now under Review P Signature: Agreement:	"I accept" button. Remember to record this transa back button and re-submitting your payment i ment has been processed, you may review yo yyment History.	ction in your check register. nformation may result in duplicate electronic check ur payment history at www.CertifiedPayments.net by	
lease print this form before pressing the frer submitting a payment, hitting the ayments. If you are unsure if your pa electing Search Now under Review P Signature: Agreement: First Name	"I accept" button. Remember to record this transa back button and re-submitting your payment i ment has been processed, you may review yo syment History. Billing /	clion in your check register. nformation may result in duplicate electronic check ur payment history at www.CertifiedPayments.net by	
lease print this form before pressing the frer submitting a payment, hitting the ayments. If you are unsure if your pa electing Search Now under Review P Signature: Agreement: First Name Niddle Name	"I accept" button. Remember to record this transa back button and re-submitting your payment i ment has been processed, you may review yo yment History. Billing /	clion in your check register. nformation may result in duplicate electronic check ur payment history at www.CertifiedPayments.net by ddress	
lease print this form before pressing the trer submitting a payment, hitting the ayments. If you are unsure if your pa electing Search Now under Review P Signature: Agreement: First Name Middle Name Last Name	"I accept" button. Remember to record this transa back button and re-submitting your payment i ment has been processed, you may review yo nyment History. Billing <i>I</i> (co	clion in your check register. ntormation may result in duplicate electronic check ur payment history at www.CertifiedPayments.net by ddress tinued) City	
lease print this form before pressing the frer submitting a payment, hitting the ayments. If you are unsure if your pa electing Search Now under Review P Signature: Agreement: First Name Middle Name Last Name Name Suffix 0	"I accept" button. Remember to record this transa back button and re-submitting your payment i ment has been processed, you may review yo nyment History. Billing / Cco	clion in your check register. ntormation may result in duplicate electronic check ur payment history at www.CertifiedPayments.net by ddress thinued) City State	
lease print this form before pressing the trer submitting a payment, hitting the ayments. If you are unsure if your pa electing Search Now under Review P Signature: Agreement: First Name Middle Name Last Name Name Suffix I	"I accept" button. Remember to record this transa back button and re-submitting your payment i ment has been processed, you may review yo nyment History. Billing / G(co	clion in your check register. ntormation may result in duplicate electronic check ur payment history at www.CertifiedPayments.net by ddress thinued) City State Country	
lease print this form before pressing the trer submitting a payment, hitting the ayments. If you are unsure if your pa electing Search Now under Review P Signature: Agreement: First Name Middle Name Last Name Name Suffix I	"I accept" button. Remember to record this transa back button and re-submitting your payment i ment has been processed, you may review yo syment History. Billing / C (co	clion in your check register. ntormation may result in duplicate electronic check ur payment history at www.CertifiedPayments.net by ddress ntinued) City State Country	
Rease print this form before pressing the submitting a payment, hitting the ayments. If you are unsure if your pa electing Search Now under Review P Signature: Agreement: First Name Middle Name Last Name Name Suffix ①	"I accept" button. Remember to record this transa back button and re-submitting your payment i ment has been processed, you may review yo syment History. Billing / Common section of the	clion in your check register. ntormation may result in duplicate electronic check ur payment history at www.CertifiedPayments.net by ddress ntinued) City State Country al Code	
Name Suffix O	"I accept" button. Remember to record this transa back button and re-submitting your payment i ment has been processed, you may review yo syment History. Billing <i>I</i> (co	clion in your check register. ntormation may result in duplicate electronic check ur payment history at www.CertifiedPayments.net by ddress thinued) City State Country al Code ephone	
Name Suffix $①$	"I accept" button. Remember to record this transa back button and re-submitting your payment i yment has been processed, you may review yo yment History. Billing <i>I</i> (co Document of the submitting of the submitting of the submitting Post	ction in your check register. nformation may result in duplicate electronic check ar payment history at www.CertifiedPayments.net by ddress ddress ctiv ctiv State Country al Code ephone Email	
Name Suffix O	"I accept" button. Remember to record this transa back button and re-submitting your payment i yment has been processed, you may review yo yment History. Billing / Control of the submitting of the submitting of the Billing / Control of the submitting of the submitting of the Billing / Control of the submitting of the submitting of the Submitting of the submitting of the submitting of the submitting of the Submitting of the submitting of the	ction in your check register. nformation may result in duplicate electronic check ur payment history at www.CertifiedPayments.net by ddress ddress city State Country al Code ephone Email	

For Credit Cards you will get this screen. Complete all necessary fields as appropriate. Click Next

Card Number			
Expiration Date	v / v		
Security Code	How to Find Your Security Code		
First Name		Billing Address	
Middle Name		(continued)	
Last Name		City	
Name Suffix ()		State	
		Country	
		Postal Code	
		Telephone	
		Email	
		Lindi	

You should receive a payment confirmation.

Filing is complete.