


Customer- How to file

Click the PIDN



Denton County

Dashboard

Terms and Privacy

>

Welcome to the Denton County Hotel Occupancy Tax Reporting Portal

Account Information

Account:

1266

Owner:

Contact:

Cell:

Phone:

Email:

Mailing Address:

1 Courthouse Drive
Denton, TX 76208

Information

Thank you for your patience as we implemented our program. We have extended the October 2023 reporting due date to 12/1/2023. You must first "Link Existing Records" to your account. Use the PIDN and Security Code to link your properties. Then you will see them populate in the "Linked Records" area. Then press "File" to report.

Getting Started

Link Existing Records


Linked Records

PIDN	Type	Status	Total	Credit	Location	Mailing Name		
H200	Pay	File	HOT	Active	5.00	0.00	1 Courthouse	

Showing 1 to 1 of 1 entries

On this screen, have them click "Actions"

Then click, Proceed with Filings



Denton County

Go Back

All payments must be made through the iGov portal.

Actions

Make Payment

View Past Receipts

View Current Charges

View Charge History

View Bills

Proceed With Filings

Licenses

H200

1266

Active

1 Courthouse Dr
Denton, TX 76208

1 Courthouse Drive

5.00

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

HOT Page 1

Denton County

Go Back To Customer Landing Page

Filing Hub
PIDN: H200

Outstanding Filings

If you wish to proceed with the filing click the "Start" link. If you wish to do an extension, click the "Extension" link. These links will only show if you have an outstanding filing.

Excel

Search:

Tax Year	Filing Code	Date Due	Type
2023	HOT	Start 12/07/2023	Standard

Showing 1 to 1 of 1 entries

Filing History

In order to view each filing's details click on the view/edit icon on the far right of each record.

Excel

Search:

Tax Year	Filing Code	Date Due	Type Of Filing	Extension Date	Status
2023 (1)					
2023	HOT	12/01/2023	Standard		Active

Showing 1 to 1 of 1 entries

Other Actions

Then click on "Enter Line Item Info"

Go Back To Filing Hub

Instructions: Filing Master Page Onscreen Instructions:

Filing Information

Click each green panel to complete the filing process.

PIDN: H200
Filing Code: HOT
Status: Active
Type: Standard

Name:
For Period of: 10/01/2023 - 10/31/2023
Date Due: 12/07/2023

Uploads (Supporting documents can be uploaded in this section.)

Filing Line Items

Enter Line Item Info

Search:

Filing Order	Line Item	Gross Earned	Deductions	Taxable Adjustment	Taxable Basis	Calculated Total	Pre Payments	Estimated Payment	Penalty	Interest	Final Charge
0	HOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Showing 1 to 1 of 1 entries

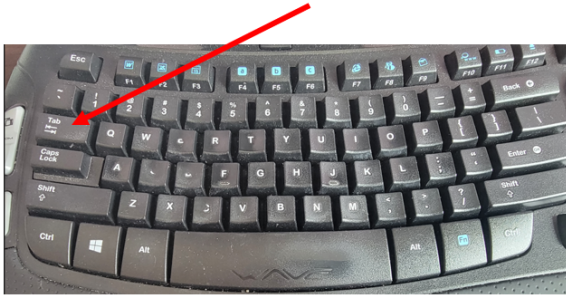
Resulting Charges

filing related

No charges have been calculated for this filing yet. Finalize the line items by clicking on the 'Enter Line Item Info' button above.

Make a payment

*****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
Filing Code: HOT
Status: Active
Type: Standard

Name: [REDACTED]
For Period of: 10/01/2023 - 10/31/2023
Date Due: 12/07/2023

Enter Gross Receipts and Gross Receipts Exempt. All the other fields will populate on their own.

Search:

Line Item	Description	(1) Gross Room Rental Receipts	(2) Gross Room Receipts Exempt from Taxation	Taxable Gross Room Rentals	Calculated Total	Pre Payments	Estimated Payment	Penalty	Interest	Final Charge
HOT	Hotel Occupancy Tax	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Showing 1 to 1 of 1 entries

[Save Changes](#) [Finalize Filing](#) [Process Zero Filing](#)

Confirm all values and press Finalize Filing.

Standard Filing Line Item Entry

PIDN: H200
Filing Code: HOT
Status: Active
Type: Standard

Name: [REDACTED]
For Period of: 10/01/2023 - 10/31/2023
Date Due: 12/07/2023

Enter Gross Receipts and Gross Receipts Exempt. All the other fields will populate on their own.

Search:

Line Item	Description	(1) Gross Room Rental Receipts	(2) Gross Room Receipts Exempt from Taxation	Taxable Gross Room Rentals	Calculated Total	Pre Payments	Estimated Payment	Penalty	Interest	Final Charge
HOT	Hotel Occupancy Tax	1,000.00	0.00	1,000.00	20.00	0.00	0.00	0.00	0.00	20.00

Showing 1 to 1 of 1 entries

[Save Changes](#) [Finalize Filing](#) [Process Zero Filing](#)

If all is correct, press OK

Filing Line Items Entered

The line item charges have been entered.
You will now be directed back to the Filing Master Page.

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"

Filing Line Items

Reset Filing

Search:

Filing Order	Line Item	Gross Earned	Deductions	Taxable Adjustment	Taxable Basis	Calculated Total	Pre Payments	Estimated Payment	Penalty	Interest	Final Charge
0	HOT	1,000.00	0.00	0.00	1,000.00	20.00	0.00	0.00	0.00	0.00	20.00
Totals:		1,000.00	0.00	0.00	0.00	1,000.00	20.00	0.00	0.00	0.00	20.00

Showing 1 to 1 of 1 entries

Resulting Charges

filing related

Description	Status	Gross	Exclusions	Net	Adjustment	Normal	Discount	Penalty	Interest	Due	Payment	Check Number	Date Paid	Date Filed
Hotel Occupancy Tax	Pending	1000.00	0.00	1000.00	0.00	20.00	0.00	0.00	20.00	0.00		11/13/2023	01/01/0001	

Make a payment

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

Denton County


Go Back To Previous Dashboard

Make a Payment

Select	Tax Year	Date Due	Description	Normal	Penalty	Interest	Discount	Gross
<input checked="" type="checkbox"/>	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


Denton County

[Go Back To Previous Dashboard](#)

Make a Payment

Select	Tax Year	Date Due	Description	Normal	Penalty	Interest	Discount	Gross
<input checked="" type="checkbox"/>	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

Submit

Select Payment Type

Payment Confirmation
☐

Credit cards are subject to a convenience fee of 2.25% with a minimum fee of \$2.00. eChecks are not subject to a convenience fee.

-- Select a payment type --

-- Select a payment type --
Credit Card Online
E-Check

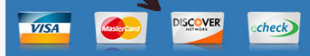
Subtotal you agree to pay: \$100.00

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.

Please choose one of the following payment methods:


Payment Type

Credit Card
e-Check

Convenience Fee Charged

2.75% per transaction (minimum \$2.00)
\$0.00 per transaction

INVOICE INFORMATION

Invoice Item	Amount
Rate Code: HOT Description: Hotel Occupancy Tax	\$ 5.00
Comments (Optional) <input type="text"/>	
Rate Code: HOT Description: Hotel Occupancy Tax	\$ 20.00
Comments (Optional) <input type="text"/>	
Subtotal	\$ 25.00
Convenience Fee	\$ Choose a payment method to calculate.
Total	\$ 25.00

Cancel

Next

This transaction is being processed by Certified Payments. If you would like more information about Certified Payments, visit the [Certified Payments Website](#).

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

PAYMENT INFORMATION

Note: Bold fields are required.

ELECTRONIC CHECK INFORMATION

Account Type ☒ Checking ☐ Savings

Routing Number

Bank Name

Checking Account Number

Confirm Checking Account Number

[How to find your routing and account number?](#)

Do not enter banking information drawn on savings accounts.

Please note, for Credit Union accounts, the routing and/or account number may be different for ACH transactions. If unsure of your ACH routing and/or account number, please contact your financial institution prior to submitting your payment.

These payments may take 24 to 72 hours to clear your financial institution. While most agencies post payments based on the transaction date, some do not. If you have questions or concerns regarding the posting date of your payment, please contact the agency directly prior to submitting your payment. If you do not receive the confirmation email in your normal inbox, please make sure to check your spam/junk folder.

ACH Debit Authorization Agreement

The one-time payment of Payment Amount(s) and Convenience Fee(s) listed above will be electronically debited from your account.

I authorize Certified Payments to electronically debit the account listed above for the amount of the payment and associated convenience fee. I acknowledge that the initiation of ACH transactions to my account must comply with the provisions of U.S. law.

By typing "YES" or "yes" into the agreement box below and typing your full name into the Signature box below I acknowledge that I have read, understood and agree to the terms of this agreement, and that I am a duly authorized signer on the account listed above.

Please print this form before pressing the "I accept" button. Remember to record this transaction in your check register.

After submitting a payment, hitting the back button and re-submitting your payment information may result in duplicate electronic check payments. If you are unsure if your payment has been processed, you may review your payment history at www.CertifiedPayments.net by selecting Search Now under Review Payment History.

Signature:

Agreement:

First Name

Middle Name

Last Name

Name Suffix [?](#)

Billing Address

(continued)

City

State

Country

Postal Code

Telephone

Email

Cancel

Next

This transaction is being processed by Certified Payments. If you would like more information about Certified Payments, visit the [Certified Payments Website](#).

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

PAYMENT INFORMATION

Note: Bold fields are required.

Card Number

Expiration Date /

Security Code [How to Find Your Security Code](#)

First Name

Middle Name

Last Name

Name Suffix [?](#)

Billing Address

(continued)

City

State

Country

Postal Code

Telephone

Email

Cancel

Next

This transaction is being processed by Certified Payments. If you would like more information about Certified Payments, visit the [Certified Payments Website](#).

You should receive a payment confirmation.
Filing is complete.

