Hotel_Motel Occupancy Excise Tax Reporting

Purpose: Use this procedure to report Hotel/Motel Occupancy Excise taxes and to display the Hotel/Motel Occupancy Excise taxes history (Up to 12 months)

Requirements:

1. Must have active account with Gwinnett County
2. Must have a Gwinnett County online profile

Procedure:

1. Go to www.gwinnettcounty.com
2. Click on **Business License Online Service** from the **Top Links** menu

3. Enter the **username** and **password** and click on Login button.

User Login

Username

email1234

Password

••••••••

Login

▸ **Forgot Username or Password**

▸ **Haven't got an Account? Register**

Licensing and Revenue - Online Services

Use the login to the left to enter your online account and pay your business, alcohol, excise or establishment fees.

By **registering** for a free online profile with our online services, you can:

- Renew and/or Pay your bill
- Close your account
- Print a copy of your most recent issued license

All you need to sign up is your licensing and revenue account number and the last 4 digits of tax ID/SSN.

By registering and selecting "Log In" you are agreeing to the Licensing and Revenue **Security Policy**.

Please contact the Licensing and Revenue office at 678-377-4100 or at **gc-license-revenue@gwinnettcounty.com** for more information about the following:

- Change of business location
- Change of business ownership
- Change in Tax ID

If you are a potential new business owner in Gwinnett County you may use this **Tax Calculator** for an estimate of your occupation tax certificate fees.

For more information **click here**.

4. The business license account information will be displayed after the login.

5. Click on the **Options** dropdown to see the list of menu items that can be chosen for the business license account. Choose **Report Occupancy** under the Hotel/Motel Occupancy Tax menu group.

6. The reporting page will be displayed. If multiple periods to be reported, then a message will be displayed and the multiple periods will be available to report starting with the oldest period.

Hotel / Motel Occupancy Tax - Report Occupancy

Account Number:
199926

Back to Main Menu ←

Business Name:
BUSINESS LICENSE ACCOUNT

Business Address:
75 LANGLEY DR
LAWRENCEVILLE GA 30046-6935

Reporting Information

You have multiple periods to report. Please select a reporting period below to continue.

Reporting Period : 201904 (Start Here)   ⌄

☐ Check this box to report Zero Revenue for this period

Gross Rent *

Exempt Rent

Continue

7. Enter the **Gross Rent** and click on **Continue** button. Note: Only enter **Exempt Rent** if applicable.

Reporting Period : 201904 (Start Here)   ⌄

☐ Check this box to report Zero Revenue for this period

Gross Rent *

1,800.00

Exempt Rent

150.00

Continue

8. If multiple periods to report, then enter **Gross Rent** for next available period and click the **Continue** button. Note: If **zero revenue** needs to be reported for a period, then click on check box and select a reason from the dropdown.

Reporting Period : 201905 (You are here)   ⌄

☑ Check this box to report Zero Revenue for this period

   Please select reason for Zero Revenue ★

   No rental income for month selected   ▼

   Continue

9. After the information for all required periods have been entered, the excise tax calculation will be displayed. The prior balance will be displayed and included on the total balance due amount. Click on the check box and click the **Pay Balance Due**. Note: If changes are needed for a reported period click on the Edit option.

Reporting Information

Period	Taxable Amount	Excise Tax	Credit	Penalty	Interest	Amount Due	Edit
201904	$1,650.00	$132.00	$0.00	$19.80	$2.64	$154.44	Edit
201905	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Edit

Prior Balance:
$0.00

Total Due for above reported periods:
$154.44

Total Balance Due:
$154.44

☐ I affirm the above reported information is correct and I understand receipts are subject to audit. ★

Pay Balance Due   Cancel

10. Enter required **Payment Information** and click on **Continue** button. Note: Choose **Yes** if you would like to save your bank information.

Payment Information

Type of Account
Checking

Bank Name *
Name of Bank

Routing Number *
011002877

Account Number *
9999999

Save bank account information?
Yes

Billing Information

Full Name *
Billing Name

Address *
75 Langley Dr

City *
Lawrenceville

State
Georgia

Zip *
30044

Telephone Number *
(555) 555-5555

Continue   Cancel

11. Review the **Payment Information** and click on **Submit Payment** button. Note: If any changes are needed, click on **Make Changes** button.

Hotel / Motel Occupancy Tax - Review

Please review and click Submit Payment to complete the reporting

Account Number:
199926

Business Name:
BUSINESS LICENSE ACCOUNT

Business Address:
75 LANGLEY DR
LAWRENCEVILLE GA 30046-6935

Total Amount charged for this transaction:
$154.44

Payment Information

Make Changes

Type of Account:
Checking

Bank Name:
EAST WEST BANK

Routing Number:
011002877

Account Number:
************9999

Billing Address

Make Changes

Full Name:
Billing Name

Address:
75 Langley Dr Lawrenceville, GA 30044

Telephone Number:
(555) 555-5555

Refund Policy : Refunds are not issued for overpayments on open accounts. If you have any questions, please call our office at 678-377-4100 Monday - Friday 8am to 5pm.

Submit Payment   Cancel

12. A confirmation message with a confirmation number will be displayed. You can print this page for your records. Click on **Back to Main Menu** to return to the account display view.

Hotel / Motel Occupancy Tax - Confirmation

Thank you. Your payment was successful and your Hotel/Motel Occupancy Tax has been reported.

Back to Main Menu ←

Confirmation Number : 1400018663

🖶Print this page for reference.

13. Click the **Options** dropdown for the account and choose **History** under the Hotel/Motel Occupancy Tax menu group.

Account #	Name	Business Address	Options
199926	BUSINESS LICENSE ACCOUNT	75 LAN	Options ▾

Business/Occupation Tax

Tax Calculator

License Renewal

Make Payment

Print Certificate

Hotel/Motel Occupancy Tax

Report Occupancy

History

Add an account

14. The **Hotel/Motel Occupancy Tax – History** will be displayed.

Hotel / Motel Occupancy Tax - History

Account Number:
199926

Back to Main Menu ←

Business Name:
BUSINESS LICENSE ACCOUNT

Business Address:
75 LANGLEY DR
LAWRENCEVILLE GA 30046-6935

History (Up to 12 months)

Report Date	Period	Excise Amount	Credit	Penalty	Interest	Adjustment	Amount Due	Payment Amount
2019-06-14	05/2019	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2019-06-14	04/2019	$132.00	$0.00	$19.80	$2.64	$0.00	$154.44	($154.44)