

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.gwinnettcountry.com
2. Click on **Business License Online Service** from the **Top Links** menu

The screenshot shows the Gwinnett County website interface. At the top, there are navigation links: "Pay Water Bill", "Online Services", "A-Z Index", "FAQ", and "Site Map". The main header features the "Gwinnett" logo and a "Login" button. Below the header is a horizontal menu with items: "Home", "About Gwinnett", "Services", "Departments", "Calendar", "News", "Employment", "Contact Us", "Top Links", and a search icon. The "Top Links" menu is expanded, displaying a grid of service links. The link "Business License Online Services" is highlighted with a dark blue background. To the left of the menu is a "Government" section with a photo of three people at a construction site.

Government	Top Links
 Government	Alarm System Registration
	Animal Shelter
	Assessor
	Bids & RFPs
	Budget
	Burn Ban Notice
	Bus Routes
	Business License Online Services
	Citizen Self Service
	Commission Meeting Videos
	County Commissioners
	Crime Mapping
	Economic Development
	Elections Voter Registration
	Emergency Management
Fire Marshal	
GIS Data Browser	
Health & Human Services	
Homeland Security	
Neighborhood Stabilization Program	
Parks and Recreation	
Pay Water Bill Online	
Phone Listing	
Prescription Drug Discount Card	
Quality of Life Unit	
Recycling Directory	
Road Closures	
Senior Services	
Street Light Outage	
Tax Information	
Trash Pickup	
Vendor Registration	
Water Outages Information	
Water Resources Customer Service	
Water Resources Contacts	

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

Departments > Planning and Development > Licensing and Revenue > Online Services Print

User Login	Licensing and Revenue - Online Services
<p>Username</p> <input type="text" value="email1234"/>	<p>Use the login to the left to enter your online account and pay your business, alcohol, excise or establishment fees.</p> <p>By registering for a free online profile with our online services, you can:</p> <ul style="list-style-type: none">• Renew and/or Pay your bill• Close your account• Print a copy of your most recent issued license <p>All you need to sign up is your licensing and revenue account number and the last 4 digits of tax ID/SSN.</p> <p>By registering and selecting "Log In" you are agreeing to the Licensing and Revenue Security Policy.</p> <p>Please contact the Licensing and Revenue office at 678-377-4100 or at gc-license-revenue@gwinnettcountry.com for more information about the following:</p> <ul style="list-style-type: none">• Change of business location• Change of business ownership• Change in Tax ID <p>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.</p> <p>For more information click here.</p>
<p>Password</p> <input type="password" value="••••••"/>	
<p>Login</p>	
<p>▶ Forgot Username or Password</p> <p>▶ Haven't got an Account? Register</p>	

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

Departments > Planning and Development > Licensing and Revenue > Online Services Print

Licensing and Revenue Accounts

If you have multiple licensing and revenue accounts for which you are responsible for you may add those accounts to this profile by selecting the button "Add an account". You will need the licensing and revenue account number and last 4 digits of the tax id/ssn.

Select Options for a dropdown menu. For more information [click here](#).

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

Add an account

- 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.

Departments > Planning and Development > Licensing and Revenue > Online Services Print

Licensing and Revenue Accounts

If you have multiple licensing and revenue accounts for which you are responsible for you may add those accounts to this profile by selecting the button "Add an account". You will need the licensing and revenue account number and last 4 digits of the tax id/ssn.

Select Options for a dropdown menu. For more information [click here](#).

Account #	Name	Business Address	Options
199926	BUSINESS LICENSE ACCOUNT	75 LAN	<div style="border: 1px solid #ccc; padding: 5px; width: 150px;"> <div style="background-color: #1a3d4d; color: white; padding: 2px;">Options ▾</div> <div style="padding: 2px;">Business/Occupation Tax</div> <div style="padding: 2px;">Tax Calculator</div> <div style="padding: 2px;">License Renewal</div> <div style="padding: 2px;">Make Payment</div> <div style="padding: 2px;">Print Certificate</div> <div style="padding: 2px;">Hotel/Motel Occupancy Tax</div> <div style="background-color: #ffff00; padding: 2px;">Report Occupancy</div> <div style="padding: 2px;">History</div> </div>

Add an account

- 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

- 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

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 [Back to Main Menu](#) ←

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 ▾

Add an account

- Business/Occupation Tax
- Tax Calculator
- License Renewal
- Make Payment
- Print Certificate
- Hotel/Motel Occupancy Tax
- Report Occupancy
- History

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)