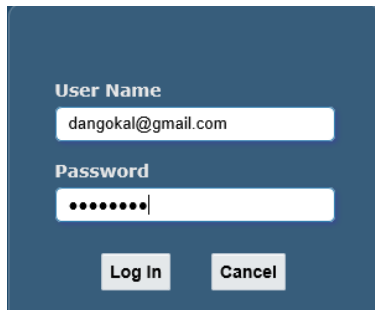


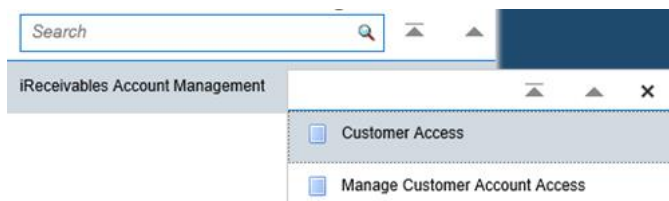
How to pay Hotel/STRP:

Step 1: Log into R12 using Hotel customer email and password.



A login form with a dark blue background. It contains two input fields: 'User Name' with the text 'dangokal@gmail.com' and 'Password' with masked characters '.....'. Below the fields are two buttons: 'Log In' and 'Cancel'.

Step 2: Navigate to [iReceivables Account Management](#) > [Customer Access](#)





Step 3 – This step is for customers that have multiple accounts. Skip to Step 4 if you have only one account.

Click the [Go](#) button to see all Accounts

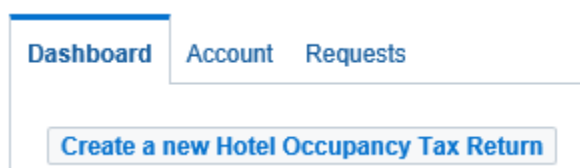


A search form for 'Customers'. It includes a 'Search' label, a 'Search By' dropdown menu set to 'Customers', a search input field, and a 'Go' button. Below the search bar are two checkboxes: 'Show All Sites' (checked) and 'Show All Customers' (unchecked). A tip is displayed: 'TIP Click Account Details for a site that has a bill to purpose.'

Click Customer [Account Summary](#) button on the Bill To (Address Type) address

Organization	Address Type ^	Account Summary
All Organizations		
METRO_GG	Bill To	

Step 4: Click [Create New Hotel Occupancy Tax Return](#)



A screenshot of the 'Dashboard' tab in the system. The 'Dashboard' tab is selected, and the 'Account' and 'Requests' tabs are visible. Below the tabs is a button labeled 'Create a new Hotel Occupancy Tax Return'.

Step 5

Select the **Year** and **Month**

Tax Return Year

Tax Return Month

Steps 6-9

Customer **enters** **Gross Receipts**

Section 1 - OCCUPANCY TAX

1. Gross Rental Receipts from Occupancy of Rooms:\$

Customer **enters** **Number of Exempt Rooms** (optional)

Number of Exempt Rooms:

Customer **enters** **Excludable Receipts** amount

2. Allowed Deductible and /or Excludable Receipts:.....\$

Customer **enters** **Total Nights Rented**

Section 2 – ADDITIONAL OCCUPANCY TAX

11. Total nights rented for all rooms: x \$2.5 each night..\$

Verify all fields have calculated correctly.

Step 10* (Adding attachments)

Click Add Attachments button (only needed if exempt rooms is populated)

Search

Note that the search is case insensitive

Title

► [Show More Search Options](#)

Enter:

Attachment type = File

Title

Description

Browse and attach *File

Click the **Apply** button

Add Attachment

Attachment Type

File

Title

Hotel Exempt Rooms

Description

Hotel Exempt Rooms

Category

Miscellaneous

*File

C:\Users\lpeery\OneDrive

Browse...

Cancel

Add Another

Apply

Click OK button to confirm

Confirmation

Attachment HOTEL has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

OK

Step 11: Check the box Beside the penalties to agree

Exemptions:

*The law provides for only two classes of exemptions.

- (1) A tenant who has occupied room space for thirty or more cor
- (2) Local, state or federal governmental agencies, when fees are

*However, the law does NOT exempt private schools, corporatic

Return and remittance must be postmarked on or before the 20t

Make remittance payable to: METRO COLLECTIONS OFFICE
Mail To: COLLECTIONS OFFICE
P.O. BOX 196311
Nashville, TN 37219-6311

☐ Under the penalties for perjury prescribed by law, I swear

Step 12: Customer clicks Validate

Step 13: Choose Payment Option

Step 1-3

1.	Click Pay Online button <div> <div>Exit</div> <div>Clear</div> <div>Validate</div> <div>Pay Online</div> <div>Pay With Check</div> <div>Save</div> </div>
2.	Clicking the PAY button will take you to the payment page. Do you want to proceed to the payment page? Click Yes button <div> <div>Warning</div> <div>Clicking the PAY button will take you to the payment page. Do you want to proceed to the payment page?</div> <div>No Yes</div> </div>

3.	<p>Verify that the amount in the amount field matches the return amount. Then select the payment method CREDIT or eCHECK.</p> <p>Click the Make Payment button.</p> <div><div>Metro Nashville Collections - Online Payment Portal</div><div><div>Invoice Details</div><div><div>Reference:</div><div>50348</div></div><div><div>Amount:</div><div>\$41.31</div></div><div><div>Payment Method:</div><div><input type="radio"/> CREDIT</div><div><input type="radio"/> eCHECK</div></div><div><div><div>⚠</div><div>A 1.64% convenience fee is charged on all credit card transactions. This fee is collected by a third party processor and no part of it goes to Metro Nashville. Payment before, you acknowledge this fee and agree to pay it. If you do not wish to continue, please click the Cancel button below.</div></div></div><div><div>Cancel</div><div>Make Payment</div></div></div></div>
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Step 4: Enter all fields with red asterisk * and enter your email address (see supplemental document with payment information)

Step 5: Click the Submit Payment button

Step 6: Verify email shows correct payment information. You will receive a receipt via e-mail.

You will be redirected. Click Go To Account Details button to review dashboard.