

# Amending a Report

1. On the Home screen, click **Dashboard**, and select the hotel you want to amend. Click on the **Amend Report** link (A).

## Hotel Dashboard

Certificate Number: 7037 (Finance Department Hotel) ▼

### Finance Department Hotel (7037)

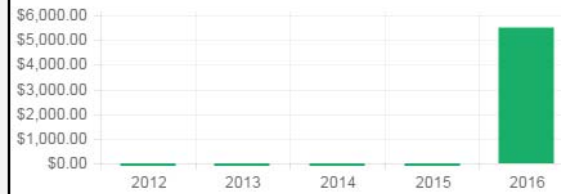
**Finance Department Hotel**

420 W MAIN ST  
OKLAHOMA CITY, OK  
73102

Phone: (405) 999-9999  
Fax: (405) 999-9999

Commencement Date: 10/1/2016  
Date of Issuance: 1/1/2015  
Sector:  
# of Rooms: 200  
Business License #:  
Pin: 403710594  
Sales Tax #: STS-99999999-99  
Fed ID: 99-9999999

#### Annual Revenue:



Gross Receipts Total

### Monthly Tax Reports

Month	Gross Receipts	Exemptions	Net Tax	Status	File Report	View Report	Amend Report	Outstanding Invoice
October 2016	\$100,000.00	\$100.00	\$5,329.67	Approved	File Report	View Report	Amend Report <b>A</b>	Outstanding Invoice
September	\$0.00	\$0.00	\$0.00	Complete	File Report	View Report	Amend Report	Outstanding Invoice

2. Enter your information exactly as you would when filing a report. Input the new Gross Receipts, Rooms Available and Rooms Sold.

### Ammend Monthly Tax Report

Please modify your report below and resubmit your tax report. Keep in mind that you are limited to one amendment per tax month.

**Gross Receipts**   Exemptions   Amount Due   Payment Details   Submit Payment

**Step 1 (Enter Gross Receipts):**

Certificate Number:

Month To Pay:

Hotel Name:

Hotel Address:

Sales Tax Number:

Federal ID:

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Tax Payer:  \*

Tax Payer Name:  \*

Email Address:  \*

Tax Payer Address:  \*

City:  \*   State:  \*   Zip:  \*

Phone:  \*   Fax:

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Please enter the total amount of all lodging furnished to guests during the selected month.

Original Gross Receipts:	<input type="text" value="\$100,000.00"/>	New Gross Receipts:	<input type="text" value="\$120,000.00"/> *	←
Original Rooms Available:	<input type="text" value="1000"/>	New Rooms Available:	<input type="text" value="1000"/> *	←
Original Rooms Sold:	<input type="text" value="600"/>	New Rooms Sold:	<input type="text" value="600"/> *	←

3. You will enter the rest of the report in the same manner you enter your monthly report. If the amendment results in additional taxes owed, you can pay the amount via credit card or bank transaction. If the amendment results in less taxes owed, you will be given a credit that will be reflected in your next monthly report.