


Paying a correction invoice

1. If one or more of your exemptions are denied, the system will send you a Hotel Tax Denial notification. This e-mail will list the denied exemption along with a reason for denial.

Hotel Tax Denial
noreply@okc.gov

This message was sent with High importance.

Sent: Tue 11/15/2016 9:05 AM
To: HotelTax; [REDACTED]



The City of Oklahoma City Hotel Tax Notification

Thank for submitting your monthly tax report. This message is to inform you that the monthly hotel room tax report for Finance Department Hotel located at 420 W MAIN ST for October, 2016 has been reviewed for accuracy and some exemptions were denied. Please review the exemptions below and return to the site to make the appropriate corrections.

Click [here](#) to open the Hotel Tax Site and try again.

Denied Exemptions:

Name Of Occupant	Organization Name	Exemption Type	Amount	Rate	Check In Date	Check Out Date	# of Rooms	Fed Card	DenialReason
Johnny Teacher	[REDACTED] School	School	\$100.00	\$100.00	10/1/2016		1		This is not a valid exemption.

2. On the **Home** page, click on the **Dashboard** link and select the hotel with the correction invoice (A). Click on the **Outstanding Invoice** (B) link.

Hotel Dashboard

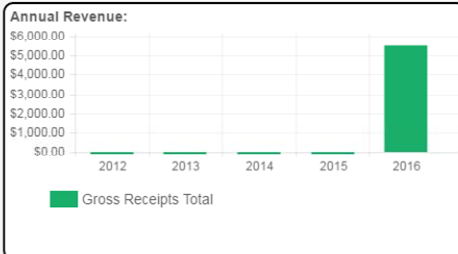
Certificate Number: 7037 (Finance Department Hotel) A

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: 99-999999

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	Denied				Outstanding Invoice

B

- You will be navigated to the **Correct Exemptions** screen. To review the denied exemption clicks on the **Review Now (A)** link.

Correct Exemptions

Review Exemptions
Amount Due
Payment Details
Submit Correction

Step 1 (Review Exemptions):

Certificate Number: 7037 Gross Receipts Reported: \$100,000.00
 Month To Pay: October 2016 Total Exemptions Reported: \$100.00

Tax Payer: *

Tax Payer Name: *

Email Address: *

Tax Payer Address: *

City: * State: * Zip: *

Phone: * Fax:

Filter:

Exemptions:

Name Of Occupant	Organization Name	Exemption Type	Amount	Action
Johnny Teacher	[REDACTED]	School	\$100.00	<input type="button" value="Pay Exemption"/> <input type="button" value="Review Now"/>

- The **Edit Exemption** box will appear. In the **Action (A)** drop down box, you can select to either pay the exemption or edit the exemption. Click **Submit (B)**. Click **Next** on the Correct Exemptions screen.

Edit Exemption ✕

A Action: **Record 1 of 1**

Denial Reason:

Amount Exempted:

Check In Date: Check Out Date:

Number Of Rooms: Rate:

Name Of Occupant: Fed ID Card (First six digits):

Organization Name:

Exemption Type:

- You may now see a summary of the additional hotel tax to pay. Click next. The rest of the process is identical to you paying your monthly tax report.

Correct Exemptions

Review Exemptions	Amount Due	Payment Details	Submit Correction
Step 2 (Amount Due):			
Exemptions Reported:	\$5.50		
Exemptions Resubmitted:	\$0.00		
Exemptions To Pay:	\$5.50		
Interest (2% per month):	\$0.00		
Penalty (10% per month):	\$0.00		
Total Tax To Pay :	\$5.50		

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