

## **HOW TO SUBMIT and PAY LOCAL HOSPITALITY TAXES**

Hospitality Tax Reports and Payments are submitted online using the Citizenserve Portal:  
[https://www6.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal\\_&installationID=362](https://www6.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal_&installationID=362)

- Click “My Account”
  - Login using your username and password

### To Pay Hospitality tax:

- Go to Services
- Select Business Licensing
- Choose “Submit a tax report” on the left menu
- Choose the month you are reporting for
- Choose the reporting year
- Enter your Gross Receipts for the month
- Hit Submit
  
- Once we have received and processed your report, we will notify you that the payment option will be open and available.
  
- You can then go back to the portal to make the payment.

We hope to be able to assist you with any information that will prepare you for the collection of this tax. If you have any questions, please feel free to call The Business and Development Services Department at 864-282-4138.

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