

## Filing Your City of Fredericksburg Hotel Occupancy Tax Online Filing Instructions

### How to File Online

Registration and Return Setup (This is a one-time process.)

- Go [www.hoteltaxonline.com](http://www.hoteltaxonline.com) and click "Create a Business Account."
- Step 1: Complete the Online Account Information section to create your username and password. Be sure to store your username and password in a safe place.
- Step 2: Business Information: Complete using the information provided in this letter, if no changes apply. Use the Trade Name field to identify the first Unit Name. You will be able to add the additional units in step 4.
- Step 3: Security Question: Click the link next to a question to use that question or type in your own question. Enter the answer to your question. Click Next to continue.
- Step 4: Location Information: If you own multiple units, you will add each unit here by clicking on add a new location. Use the Unit's Name as the Location and Trade Name. This will help you identify which property you are filing for. Be sure to press Add after adding each Unit. Once you have added all your units, click yes on "Are you finished adding Business Locations?"

**Online Filing Account Set Up**

Step 1  
User Information

Step 2  
Business Information

Step 3  
Security Question

Step 4  
Additional Information

Step 5  
Return Setup

### Location Information

This page will allow you to manage your business locations. To edit an existing location, click on the Edit button on the row of the location. To add a business location that is not already listed, click the 'Add New location' button.

**ADD A NEW LOCATION**

ID	Name	Address	City	State	Zip	Action
186523	Cottage 1	126 W Main St	Fredericksburg	TX	78624-3708	<b>EDIT</b>
186524	Cottage 2	126 W Main St	Fredericksburg	TX	78624-3708	<b>EDIT</b>

Are you finished adding Business Locations? **YES** **NO**

- Step 5: Return Setup
  1. Select State: Texas
  2. Select the Return: Avenu dba MuniServices Hotel Occupancy Tax Return.
  3. Select Location: From drop down menu, select the first unit.
  4. Enter Avenu Account Number: The Account Number assigned to the unit is preprinted on the form mailed to you.You may skip number 5 and Click on Add Return. Complete this process for each unit. Once you have added all your units, click yes on "Are you finished setting up your Returns?"

Your one time online filing account setup is complete. You are ready to begin filing your Hotel Occupancy Tax.

### How to Submit Your Return

Click on File a New Return.

- Step 1: Texas will appear.
- Step 2: Select the Filing Period for which you are filing (March 2020, June 2020, September 2020 or December 2020).
- Step 3: Avenu DBA MuniServices Hotel Occupancy Tax Return will appear.
- Step 4: Select the unit name from the drop-down menu, then click Next.

Select Fredericksburg from the Jurisdiction. Hotel Occupancy/Lodging (30) and General (11) will appear in the business description and class. Click Add.

- Complete all the applicable fields on the calculation worksheet and click Save. On the next screen click Next.
- Enter your payment method. ACH Debit and most Credit Card are accepted.
- In case your bank requires it to release funds, we provide our Originator ID. Click continue.
- Review the information on the Summary screen, when ready click File Return. A confirmation page is available by pressing Print/View. Your filing history is always available under My Returns >> Filing History.

**Questions? Call Avenu at (866) 240-3665.**