Commonwealth of Kentucky

Kentucky Business
One Stop

Tax Filing

Release 1.2
May 2019
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<th>Description</th>
</tr>
</thead>
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<td>Amended Return - Deductions Worksheet</td>
</tr>
<tr>
<td>1.2.1.5.2</td>
<td>Consumer's Use Tax</td>
</tr>
<tr>
<td>1.2.1.5.2.1</td>
<td>Amended Return</td>
</tr>
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<td>1.2.1.5.2.2</td>
<td>Amended Return - Worksheet</td>
</tr>
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<td>Motor Vehicle Tire Fee</td>
</tr>
<tr>
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<td>Amended Return</td>
</tr>
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<td>1.2.1.5.2.5</td>
<td>Amended Return</td>
</tr>
<tr>
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<td>Transient Room Tax</td>
</tr>
<tr>
<td>1.2.1.5.3.1</td>
<td>Amended Return</td>
</tr>
<tr>
<td>1.2.1.5.4</td>
<td>CMRS Prepaid Service Charge</td>
</tr>
<tr>
<td>1.2.1.5.4.1</td>
<td>Amended Return</td>
</tr>
<tr>
<td>1.2.1.5.5</td>
<td>Amended Return Actions</td>
</tr>
<tr>
<td>1.2.1.5.5.1</td>
<td>Cancel Return</td>
</tr>
<tr>
<td>1.2.1.5.5.2</td>
<td>Save Return</td>
</tr>
<tr>
<td>1.2.1.5.5.3</td>
<td>Submit Return</td>
</tr>
</tbody>
</table>
1 Filing Obligations Due

For businesses with Sales and Use Tax, Consumer’s Use Tax, Transient Room Tax and/or Waste Tire Trust Fund registered for online filing, there will be a link from “manage business” to Tax Filing. The content and options for filing will vary depending on the role you have been assigned.

1.1 Filings Due

If you have a filing role with tax accounts associated with the business, you will see a “Filing Obligations Due” grid. This grid will display the accounts you have access to. It will also alert you if there is a filing period with a return that has been made available for filing online.

Note: The Filing Obligations Due heading does not necessarily mean the tax account has returns due. However, if there is an alert that filings are due, then a return is due for the account.

To access the account, you will need to click the Account Number next to the ‘Filing Type’.

Any late filings will be highlighted in red text with a status of ‘Not Filed’.

Note: If the message “Account is not active for online filing”, there may still be past returns from when the tax account was registered for online filing that need to be filed. To determine if there are returns available, click on the Account Number.

If there are no filings due for the account, you may still access the account by clicking on the Account Number. If you see the “no outstanding obligations for the account” message, you may proceed to Filing History (Section 1.2)
1.1.1 File Original Return

If returns are available for online filing for the tax account, there will be one or more rows populated in the “Filings Due” grid.

To file a return, click the ‘File Now’ link next to the period you would like to file for.

If you choose to file a period more recent than an earlier period that has not been filed, you will be presented with a warning message.
1.1.1.1 Sales and Use Tax

Sales and Use Tax returns will be available for online filing if the tax account is registered for online filing. Depending on whether or not the account is an accelerated filing account or not, will determine the fields presented on the return.

1.1.1.1.1 Retail Return

To file a retail Sales and Use Return first enter the ‘Total Receipts’ without including sales tax collected.

The following will be calculated automatically by the system based on the information you entered on the return and may be recalculated as more information is entered:

- Total Taxable Amount
- Total Tax
- Vendor’s Compensation
- Net Tax Due
- Penalty Due (if applicable)
- Interest Due (if applicable)
- Total Due

If you have deductions to add, click on under ‘Total Deductions.’ For instructions on filling out the deductions worksheet see Section 1.1.1.1.3. Next enter the total ‘Cost of tangible personal and digital property without payment of the sales and use tax.’

Note If you are an accelerated filer, some additional fields will display.
1.1.1.1.2 Accelerated Return

To file an accelerated Sales and Use Return first enter the ‘Total Receipts’ without including sales tax collected.

The following will be calculated automatically by the system based on the information you entered on the return and may be recalculated as more information is entered:

- Total Taxable Amount
- Total Tax
- Vendor’s Compensation
- Net Tax Due
- Penalty Due (if applicable)
- Interest Due (if applicable)
- Total Due

If you have deductions to add, click on the ‘Deductions Worksheet’ under ‘Total Deductions.’ For instructions on filling out the deductions worksheet see Section 1.1.1.1.3. Next enter the total ‘Cost of tangible personal and digital property without payment of the sales and use tax.’

Next, select the ‘Tax Prepayment Type,’ enter the ‘Tax Prepayment’ amount and the ‘Credit for Prior Month’s Tax Prepayment.’
1.1.1.1.3 Deductions Worksheet

To fill out the deductions worksheet, enter the deduction amounts next to the appropriate description. The totals of the amounts entered will be automatically populated in the ‘Total Deductions’ section of the return.
If you have additional deductions that differ from the descriptions provided, you may enter a description and amount at the end of the worksheet.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales for which estate certificates received (Revenue form 1A106)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sales for which agricultural certificates received (Revenue forms 1A108 and 1A109)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sales for which purchase exemption certificates received (Revenue forms 1A120 and 1A127)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sales of tax exempt grocery store foods</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sales to government units</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sales in interstate commerce delivered to an out-of-state location by your vehicle, common carrier or U.S. mail</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sales of gasoline or special fuels on which Kentucky motor fuels tax has been paid</td>
<td>$0.00</td>
</tr>
<tr>
<td>Traditonal allowances of like-kind property (Accrual basis only)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Service and installation charges included in total receipts (Must be separately stated on customer invoice)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Returned merchandise on which tax was previously reported in prior months</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bad debts and repossessions (Accrual basis only) – Deduct bad debts if tax was previously paid and the debt has been written off for income tax purposes</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cash discounts (Accrual basis only) – Taxable receipts must include the amount of taxable sales before discount</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sales of prescription medicines, medical oxygen, prosthetic devices, and certain medical items per KRS 135.472</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sales of motor vehicles and motorcycles if they are licensed for use on the public highway and the appropriate usage tax was paid under KRS 135.490, except out of state residents per KRS 135.472</td>
<td>$0.00</td>
</tr>
<tr>
<td>Enter other deduction description here</td>
<td>$0.00</td>
</tr>
<tr>
<td>Enter other deduction description here</td>
<td>$0.00</td>
</tr>
<tr>
<td>Enter other deduction description here</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
When you have finished entering the deductions, click at the end of the worksheet.

1.1.1.2 Consumer’s Use Tax

Consumer’s Use Tax returns will be available for online filing if the tax account is registered for online filing.

1.1.1.2.1 Return

To file a Consumer’s Use Return first enter the ‘Cost of tangible and digital property purchased for use without payment of Sales and Use tax’.

The following will be calculated automatically by the system based on the information you entered on the return:

- Total Tax
- Vendor’s Compensation
- Net Tax Due
- Penalty Due (if applicable)
- Interest Due (if applicable)
- Total Due

If you have ‘purchases of tangible and digital property subject to use tax’, click on . For instructions on filling out the worksheet see Section 1.1.1.2.2. Next enter the total ‘Cost of tangible personal and digital property without payment of the sales and use tax.’
### Consumer Use Tax Period 6/1/2016 - 6/30/2016

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of tangible property and digital property purchased for use without payment of Sales and Use tax</td>
<td>$100.00</td>
</tr>
<tr>
<td>List of purchases of tangible and digital property subject to use tax</td>
<td>Worksheet</td>
</tr>
<tr>
<td>Total tax</td>
<td>$8.00</td>
</tr>
<tr>
<td>Vendor's compensation</td>
<td>$0.11</td>
</tr>
<tr>
<td>Net tax due</td>
<td>$5.69</td>
</tr>
<tr>
<td>Penalty</td>
<td>$0.00</td>
</tr>
<tr>
<td>Interest due</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total due</td>
<td>$5.69</td>
</tr>
</tbody>
</table>

### 1.1.1.2.2 Worksheet

### Consumer Use Tax Period 7/1/2016 - 7/31/2016

- Add New Purchase
- Finished Adding Purchases
To add purchases, select Add New Purchase and enter the following information:

- Name
- Address
- City
- State
- Zip
- Description
- Date Purchased
- Purchase Price
If you have additional purchases to add, select [Add New Purchase]. If you have finished adding all purchases for this period, select [Finished Adding Purchases].
Please proceed to Section 1.1.2 for instructions on how to finish filing this return.
1.1.1.3  Motor Vehicle Tire Fee

The Motor Vehicle Tire Fee Report form will be available for online filing if the tax account is registered for online filing.

1.1.1.3.1  Return

To electronically file a Motor Vehicle Tire Fee Report, first enter the ‘Total number of new tires sold (exclude used tires, recapped tires, tires sold for vehicles not used on public highways and tires placed on motor vehicles prior to the original sale of those vehicles)’ for the period.

Next, enter the ‘Total number of waste tires received from customers’ for the period.

The following will be calculated automatically by the system based on the information you entered on the form:

- Motor Vehicle Fee
- Handling Fee
- New Motor Vehicle Tire fee
- Penalty due
- Interest due
- Gross amount due for Waste Tire Trust Fund

![Motor Vehicle Tire Fee Report Form]

Please proceed to Section 1.1.2 for instructions on how to finish filing this return.
1.1.1.4 Transient Room Tax

The Transient Room Tax Report form will be available for online filing if the tax account is registered for online filing.

1.1.1.4.1 Return

To electronically file a Transient Room Tax Report, first enter the ‘Taxable Rent (Taxable rent does not include any other local or state taxes paid by the person or entity renting the accommodations)’ for the period.

The following will be calculated automatically by the system based on the information you entered on the form:

- Transient Room Tax
- Penalty
- Interest due
- Amount Due for Tourism, Meeting, and Convention Marketing Fund

Next, enter the ‘Total Number of Rooms Available’ for the period.

Next, enter the ‘Average Room Rate’ for the period.

Please proceed to Section 1.1.2 for instructions on how to finish filing this return.
1.1.1.5 CMRS Prepaid Service Charge

The CMRS (Commercial Mobile Radio Service) Prepaid Service Charge return will be available for online filing if the tax account is registered for online filing.

1.1.1.5.1 Return

To electronically file a CMRS Prepaid Service Charge return, first enter the ‘Number of Retail Transaction/Number of Items of prepaid wireless telecommunication service sold consisting of’ for the period.

The following will be calculated automatically by the system based on the information you entered on the form:

- Tax Due
- Compensation
- Total Tax Amount Due
- Interest Due
- Penalty Due
- Total Amount Due

<table>
<thead>
<tr>
<th>CMRS Prepaid Service Charge Period 01/01/2017 - 03/31/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Retail Transaction/Number of Items of prepaid wireless telecommunication service sold consisting of</td>
</tr>
<tr>
<td>Tax Due</td>
</tr>
<tr>
<td>Compensation</td>
</tr>
<tr>
<td>Total Tax Amount Due</td>
</tr>
<tr>
<td>Interest Due</td>
</tr>
<tr>
<td>Penalty Due</td>
</tr>
<tr>
<td>Total Amount Due</td>
</tr>
</tbody>
</table>

1.1.2 Return Actions

Once you have entered all necessary and/or required information you may be presented with the following three (3) options:
Note Not all actions may be available for every tax type.

1.1.2.1 Cancel Return

Selecting this option will display a message asking if you want to leave the page.

Cancel and Don't Save Changes

If you wish to leave the page and not proceed with filing the return for the selected period, select \[ Confirm \]. If you wish to proceed with filing the return for the selected period, select \[ Cancel \].

Note If you select ‘Confirm’, your changes will not be saved. You will need to re-enter the information once you return to complete the filing for the selected period.

1.1.2.2 Save Return

Selecting this option will save the information you entered and you will be returned to the “Filing Obligations Due” grid.
1.1.2.3 Submit Return

Selecting this option will display a message asking if you want to ‘Sign and submit the return’ or ‘Cancel’.

Electronic Signature

I declare, under the penalties of perjury, that this return has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

Sign and submit the return

If you wish to file the return, select **Sign and submit the return**. If you do not wish to file the return, select **Cancel**.
1.1.3 Make a Payment

Upon filing the return, the return summary will be displayed and you will be presented with three (3) options:

- Make a payment: Selecting this option will take you to the website where you can make electronic tax payments.

- View And Print: Selecting this option will open a new window and display the completed return so that you can print and/or save a paper copy of the return.

  **Note** If you have electronically submitted your return, you do not need to mail a paper copy.

- Continue To My Obligations: Selecting this option will return you to the “Filing Obligations Due” grid.

1.1.3.1 Demographics

Complete the fields listed on the ‘Demographics’ form.

**Note** Fields with * are mandatory.
1.1.3.2 Pay with ACH/Electronic Check

To make a payment by using the ACH/Electronic Check method, complete all fields listed and select ‘ACH/Electronic Check’ at the ‘Payment Type’ field.

The following additional fields will appear:

- Bank Name
Kentucky Business One Stop 2019

- Bank Routing Number
- Verify Bank Routing Number
- Bank Account Number
- Verify Bank Account Number
- Customer Type

Additionally, the option to select ‘Checking Account’ or ‘Savings Account’ will be presented next to the ‘Bank Account Type’ field.

**Note** Fields with * are mandatory.
Next, you will be presented with the ‘Payment Review’ display. This will allow you to review the payment prior to submitting to the Kentucky Department of Revenue.

By clicking “Sign and Submit,” I certify that:

- The Routing, Account numbers and Payment Information are correct; and,
- I have contacted my financial institution and authorized Kentucky.gov’s originating bank, First Premier Bank (ODFI ID #1522077581) and JP Morgan Chase (ODFI ID #9066402001), to debit my account; and,
- If the ACH Debit transaction gets returned by the bank as not payable, I am responsible for any fees or penalties assessed by my financial institution and the Department of Revenue; and,
- **PLEASE NOTE:** If you are not protesting your liability and are not paying your tax debt in full within 45 days of the original notice date on your bill, you may be referred to the Division of Collections. If you need to negotiate a payment plan that exceeds this time frame, please contact the Division of Collections at 502-564-4921, ext. 5357 for assistance.

If you need to make changes, select . If no changes are needed and you are ready to submit your payment, select .

After submitting your payment, a ‘Payment Schedule Confirmation’ will appear.
Payment Schedule Confirmation
Your payment has been scheduled! You will receive an email when the payment is processed. Please print a copy of this receipt for your records.

Payment Details
Tax Account Number: [Redacted]
Payment ID: [Redacted]
Payment Date: [Redacted]

Account Holder Details
[Redacted]

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Description</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACH</td>
<td>KY Dept of Revenue Tax Payment for Tax Type 100 - Transient Room Tax, Tax Period 6/30/2016</td>
<td>$700</td>
</tr>
</tbody>
</table>

Kentucky Department of Revenue
301 High Street
Frankfort, KY 40601
(502) 564-4561

If you wish to make another payment, select Make Another Payment.
1.1.3.3  Pay with Credit/Debit Card

To make a payment by using the Credit/Debit Card method, complete all fields listed and select ‘Credit/Debit Card’ at the ‘Payment Type’ field.

- ACH/Electronic Check is a FREE service.
- Card Payments are subject to a convenience fee. The fees will be calculated per transaction, at the rates below:
  - Credit Cards 2.75%
  - Debit Cards 1.5%

**PLEASE NOTE:** If you are not protesting your liability and are not paying your tax debt in full within 60 days of the original notice date on your bill, you may be referred to the Division of Collections. If you need to negotiate a payment plan that exceeds this time frame, please contact the Division of Collections at 502-564-4921, ext. 5357 for assistance.

If you need to make changes, select **Previous**. If no changes are needed and you are ready to proceed with making your payment, select **Next**.

Proceed with the following:

**Select Payment Type**
- Select the appropriate ‘Payment Type’.

**Card Details**
- Enter the ‘Card Number’.
Select the ‘Expiration Date’.
Enter the ‘Security Code’.

**Cardholder Details**

- Enter the ‘Name’.
- Select the appropriate ‘Country’.
- Enter the billing ‘Address Line 1’.
- Enter the billing ‘Address Line 2’.
- Enter the billing ‘City’.
- Select the billing ‘State’.
- Enter the billing ‘Zip Code’.
- Email address (Optional)
Once you have completed entering/selecting everything, select **NEXT** and the final submission form will appear.

The total price of items paid through this online service includes funds used to develop, maintain, and enhance the Commonwealth’s official web portal, Kentucky.gov. You may receive a cash discount by paying via ACH.

**Summary**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>KY Dept of Revenue Tax</td>
<td>$700.00</td>
</tr>
<tr>
<td>Payment for Tax Type 100 - Transient Room Tax, Tax Period 6/30/2016</td>
<td></td>
</tr>
<tr>
<td>Item Price</td>
<td>$700.00</td>
</tr>
<tr>
<td>Quantity</td>
<td>1</td>
</tr>
<tr>
<td>Sub Total</td>
<td>$700.00</td>
</tr>
<tr>
<td>Service Fee</td>
<td>$19.25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$719.25</strong></td>
</tr>
</tbody>
</table>

**Visa Card Details**

Card Number: ************
Expiration Date: ************

**Cardholder Details**

If you need to make any changes to the ‘Card Details’ or ‘Cardholder Details’, select the ‘EDIT’ link (EDIT) nearest to the corresponding category that you need to change.

Once you are ready to submit the payment, select **PAY NOW**.

A ‘Thank You’ message will appear.

To view the receipt for the transaction, select **VIEW RECEIPT**. The receipt will display as follows:
Thank you for your payment!

Your transaction has been submitted! Please print or e-mail a copy of this receipt for your records.

Summary

Confirmation Number 17044842

Account Holder Details

Payment Made: 07/20/2016 12:32 PM (-04:00 UTC)
Payment Method: Visa Credit Ending With [redacted]

Cart Items

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Quantity</th>
<th>Extended Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>KY Dept of Revenue Tax Payment for Tax Type 100 - Transient Room Tax, Tax Period 6/30/2016</td>
<td>$700.00</td>
<td>1</td>
<td>$700.00</td>
</tr>
<tr>
<td>Sub Total</td>
<td>$700.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Fee</td>
<td>$19.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$719.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Kentucky Department of Revenue
501 High Street
Frankfort, KY 40601

FINISH
1.2 Filing History

For instructions on how to navigate to this portion of OneStop, please see Section 1.1.

If you have previously filed returns for the tax account, there will be one or more rows populated in the “Filing History” grid.

1.2.1 View Period

For any of the rows listed you may view the return for that period by clicking ‘View Period’ or ‘Filed by Paper’ link(s).

Note

If the link is not available for ‘Filed by Paper’ returns, you will not be able to view the return information online.

1.2.1.1 View Summary

Selecting a period will display the return information. This will show any original and amended (if applicable) returns. For more information amended returns, see Section 1.2.1.5.
### Period Payments 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Paid by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Period 5/1/2016 - 5/31/2016

<table>
<thead>
<tr>
<th>Submitted Date</th>
<th>Original</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6/23/2016</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source</th>
<th>Online Filing</th>
</tr>
</thead>
</table>

| Total Receipts (do not include sales tax collected) | $6,163,958.00 |
| Total Deductions | $505,376.00 |
| Cost of tangible personal property and digital property purchased without payment of the sales and use tax | $35,129.00 |
| Total taxable amount | $5,693,712.00 |
| Total | $341,622.72 |
| Vendor's Compensation | $50.00 |
| Tax prepayment type | Estimated |
| Tax prepayment | $170,911.36 |
| Credit for Prior month's tax prepayment | $880,550.16 |
| Net tax due | $331,433.92 |
| Penalty due | $0.00 |
| Interest due | $0.00 |
| Total due | $331,433.92 |

### Period 6/1/2016 - 6/30/2016

<table>
<thead>
<tr>
<th>Submitted Date</th>
<th>Original</th>
<th>Amendment 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7/1/2016</td>
<td>7/1/2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source</th>
<th>Online Filing</th>
<th>Online Filing</th>
</tr>
</thead>
</table>

| Taxable Rent (Taxable rent does not include any other local or state taxes paid by the person or entity renting the accommodations) | $100,000.00 | $70,000.00 |
| Transient Room Tax | $1,000.00 | $700.00 |
| Penalty | $0.00 | $0.00 |
| Interest due | $0.00 | $0.00 |
| Amount Due for Tourism, Meeting, and Convention Marketing Fund | $1,000.00 | $700.00 |
| Total Number of Rooms Available | 345 | 345 |
| Average Room Rate | $950.00 | $950.00 |
1.2.1.2 View Detail

<table>
<thead>
<tr>
<th>Submitted Date</th>
<th>Original</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6/23/2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submitted By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Filing</td>
</tr>
</tbody>
</table>

Note: “Submitted By” will display the email ID of the user who submitted the return.

Selecting the ‘Original’ or ‘Amendment’ link above the return information will display the return summary that you saw when it was filed.

1.2.1.3 Print Return
For instructions on how to print a return, see Section 1.1.3.

1.2.1.4 View Payments
Payments made on a return for a given period will be listed under the View Summary information.
1.2.1.5 Amend a Return

A previously filed return may be amended electronically by selecting .

If a return has not been processed, the following message will be displayed:

ℹ️ This return is currently being processed. It cannot be amended at this time.
1.2.1.5.1 Sales and Use Tax

1.2.1.5.1.1 Amended Return

To amend a previously filed Sales and Use Tax return, enter the new amounts in the following fields:

- ‘Total Receipts- do not include sales tax collected’
- ‘Cost of tangible personal property and digital property purchased without payment of the sales and use tax’.

**Note** The amounts entered previously will appear in the fields on the right. These amounts may not be changed once the return has been submitted and processed.

![Amended Return Form](image-url)
1.2.1.5.1.2 Amended Return - Deductions Worksheet

To amend the deductions claimed on the previously filed return, select

Deductions Worksheet

Once you have completed adding and/or making changes to the deductions claimed, select

Finished Adding Deductions
1.2.1.5.2 Consumer’s Use Tax

1.2.1.5.2.1 Amended Return
To amend a previously filed Consumer’s Use Tax return, enter the new amount in the field ‘Cost of tangible personal property and digital property purchased without payment of the sales and use tax’.

![Consumer’s Use Tax Period 01/2016 - 05/2016](image)

| Cost of tangible property and digital property purchased for use without payment of Sales and Use Tax | $21,208.00 | $21,208.00 |
| List of purchases of tangible and digital property subject to use tax | Worksheet | Worksheet |
| Total tax | $1,272.48 | $1,272.48 |
| Vendor's compensation | $21.58 | $21.58 |
| Net tax due | $1,250.89 | $1,250.89 |
| Penalty | $0.00 | $0.00 |
| Interest due | $0.00 | $0.00 |
| Total due | $1,250.89 | $1,250.89 |

1.2.1.5.2.2 Amended Return - Worksheet

To amend the previously entered ‘purchases of tangible and digital property subject to use tax’, select Worksheet. For instructions on filling out the worksheet see Section 1.1.1.2.2.

1.2.1.5.2.3 Motor Vehicle Tire Fee

1.2.1.5.2.4 Amended Return
To amend a previously filed Motor Vehicle Tire Fee report, enter the new amount in the following fields:

- ‘Total number of new tires sold (exclude used tires, recapped tires, tires sold for vehicles not used on public highways and tires placed on motor vehicles prior to the original sale of those vehicles)’
- ‘Total number of waste tires received from customers’
1.2.1.5.3 Transient Room Tax

1.2.1.5.3.1 Amended Return
To amend a previously filed Transient Room Tax return, enter the new amount in the following fields:

- ‘Taxable Rent (Taxable rent does not include any other local or state taxes paid by the person or entity renting the accommodations)’
- ‘Total Number of Rooms Available’
- ‘Average Room Rate’
1.2.1.5.4 CMRS Prepaid Service Charge

1.2.1.5.4.1 Amended Return
To amend a previously filed CMRS (Commercial Mobile Radio Service) Prepaid Service Charge return, enter the new amount in the following field(s):

- ‘Number of Retail Transaction/Number of Items of prepaid wireless telecommunication service sold consisting of’
Note
You must enter a reason for amending the CMRS return. You will be unable to submit your return until you have provided a reason.

1.2.1.5.5 Amended Return Actions
Once you have entered all necessary and/or required information you may be presented with the following three (3) options:

Cancel
Save
Submit

Note
Not all actions may be available for every tax type.

1.2.1.5.5.1 Cancel Return
Selecting this option will display a message asking if you want to leave the page.
If you wish to leave the page and not proceed with filing the return for the selected period, select **Confirm**. If you wish to proceed with filing the return for the selected period, select **Cancel**.

**Note**

If you select ‘Confirm’, your changes will not be saved. You will need to re-enter the information once you return to complete the filing for the selected period.

You may also cancel the return by selecting **Cancel and Don’t Save Changes**.

**1.2.1.5.5.2 Save Return**

Selecting this option will save the information you entered and you will be returned to the “Filing Obligations Due” grid.

**1.2.1.5.5.3 Submit Return**
Selecting this option will display a message asking if you want to ‘Sign and submit the return’ or ‘Cancel’.

Electronic Signature

I declare, under the penalties of perjury, that this return has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

[✓] Sign and submit the return  Cancel

If you wish to file the return, select [✓] Sign and submit the return. If you do not wish to file the return, select Cancel.