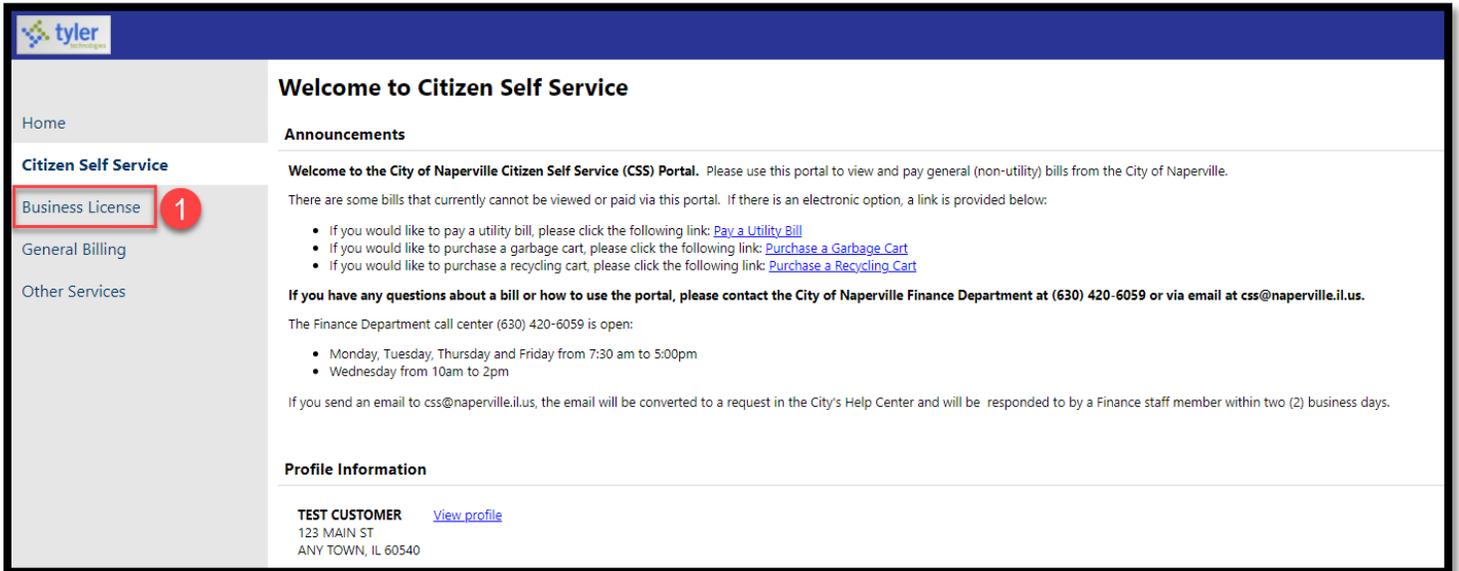
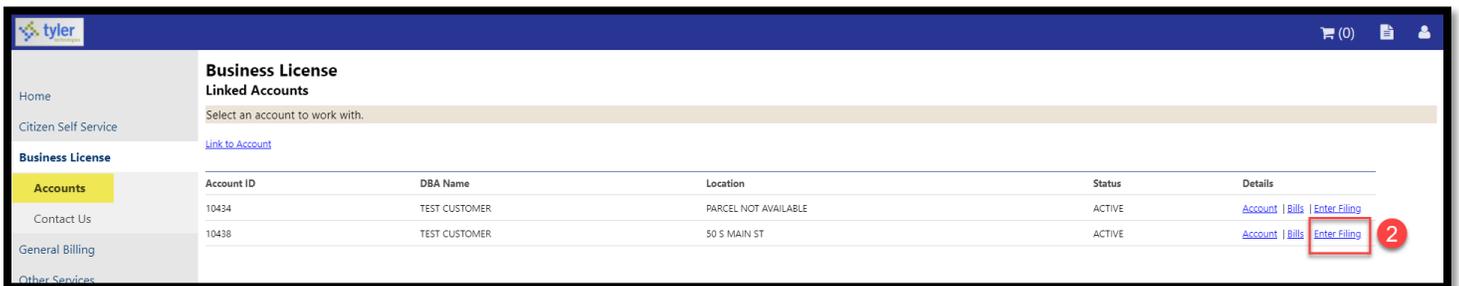


File a Local Tax Return in the CSS Portal

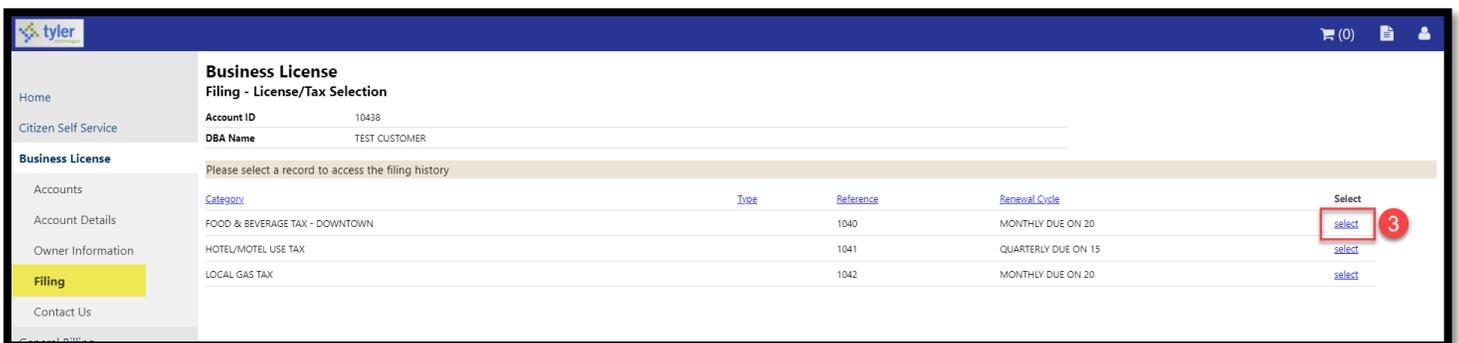
1 Click **Business License** on the left side of the screen.



2 The system will open the Accounts Tab under Business Licenses. Click the blue **Enter Filing** link on the right side of the business account/customer you are filing for.



3 The system will open the Filing Tab under Business Licenses. Click the blue **Select** link on the right side of the local tax (food & beverage, hotel/motel use or local gas) for which you want to file.



- 4 The system will show all available filing periods associated with the local tax. Click the blue **Enter Filing** link on the right side of the period for which you want to file.

Business License Filing - Date Selection

Account ID: 10438
 DBA Name: TEST CUSTOMER
 Category: FOOD & BEVERAGE TAX - DOWNTOWN
 Renewal Cycle: MONTHLY DUE ON 20

To continue, please select a period that has not been filed or is late from the list below

Year	Month	Status	Due Date	Total	Balance	Filing
2022	3	FILED	4/20/2022	1286.25	0.00	
2022	2	FILED	3/20/2022	18.38	0.00	
2022	1	FILED	2/20/2022	87.50	87.50	
2021	12	FILED	1/20/2022	1112.50	1112.50	
2021	11	FILED	12/20/2021	980.00	980.00	
2021	10	FILED	11/20/2021	3171.88	0.00	
2021	9	LATE	10/20/2021	0.00	0.00	Enter Filing
2021	8	LATE	9/20/2021	0.00	0.00	Enter Filing
2021	7	FILED	8/20/2021	183.75	0.00	
2021	6	LATE	7/20/2021	0.00	0.00	Enter Filing
2021	5	LATE	6/20/2021	0.00	0.00	Enter Filing
2021	4	LATE	5/20/2021	0.00	0.00	Enter Filing
2021	3	FILED	4/20/2021	1365.00	1365.00	
2021	2	LATE	3/20/2021	0.00	0.00	Enter Filing
2021	1	LATE	2/20/2021	0.00	0.00	Enter Filing

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- 5 Enter the total amount subject to the local tax:

Local Tax	Amount defined by Ordinance
Food & Beverage	
Hotel/Motel Use	
Local Gas	

- 6 Click the **Continue** button.

Business License Filing Amounts

Account ID: 10438
 DBA Name: TEST CUSTOMER
 Category: FOOD & BEVERAGE TAX - DOWNTOWN
 Renewal Cycle: MONTHLY DUE ON 20
 Month: 9
 Year: 2021

FOOD & BEVERAGE TAX - CITYWIDE (FBC)
 TOTAL SALES SUBJECT TO F&B TAX \$

FOOD & BEVERAGE TAX - DOWNTOWN (FBD)
 TOTAL SALES SUBJECT TO F&B TAX \$

[Cancel](#) [Continue](#)

- 7 Review the local tax filing. Please note the following:
 - **Discount:** If the local tax ordinance provides for an early filing discount, the system automatically adds the discount if the filing is submitted on or before the due date. The Discount will show up in the Summary section at the bottom.
 - **Penalty:** If the local tax ordinance provides for a late filing penalty, the system automatically adds a penalty if the filing and payment is not submitted on or before the due date. The Penalty will show up in the Penalties and Summary sections.
- 8 If you identify an error with the filing, click the blue **Revise this Filing** link in the upper right corner. Otherwise, go to Step 9.
- 9 Click the **Acknowledgement Checkbox** to acknowledge the statement.
- 10 Click the **Submit Filing** button.

Business License

Filing Amounts

Review

Please review that the information is correct before submitting.

Account ID	10438
DBA Name	TEST CUSTOMER
Category	FOOD & BEVERAGE TAX - DOWNTOWN
Renewal Cycle	MONTHLY DUE ON 20
Month	9
Year	2021

7
8
Revise this filing

FOOD & BEVERAGE TAX - CITYWIDE FBC Actual		
TOTAL SALES SUBJECT TO F&B TAX	75000.00	
Deductions	0.00	
Taxable Sales	75000.00	
Calculated Amount	750.00	
Net Due	750.00	
FOOD & BEVERAGE TAX - DOWNTOWN FBD Actual		
TOTAL SALES SUBJECT TO F&B TAX	75000.00	
Deductions	0.00	
Taxable Sales	75000.00	
Calculated Amount	562.50	
Net Due	562.50	
Penalties		
Penalty Description	Penalty Amount	Penalty Interest
FOOD & BEVERAGE TAX LATE PENALTY - DWTN	393.75	0.00
Summary		
Calculated Amount due on this filing:	1312.50	
Discounts on this filing:	0.00	
Penalty on this filing:	393.75	
Total due:	1706.25	

**The amount due shown does not include any potential interest that may be added for late filings.

Check the following box to sign acknowledgement 9 Under penalties of perjury and other penalties provided by law I declare that I have examined this return and to the best of my knowledge and belief it is true, correct and complete. I further declare that the information set forth is taken from the books and records of the business for which this return is filed. 10

Cancel
Submit Filing

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11 There should be a green confirmation message to verify the filing will successfully submitted.

12 Click the blue **Attach a Document to Your New Filing** link.

Business License
Filing Amounts

Confirmation
Thank you. Your information has been successfully submitted. 11

You can now... [Add bill to Cart](#)

- [Attach a document to your new Filing](#) 12
- [Submit another renewal](#)

Account ID	10438
DBA Name	TEST CUSTOMER
Category	FOOD & BEVERAGE TAX - DOWNTOWN
Renewal Cycle	MONTHLY DUE ON 20
Month	9
Year	2021

FOOD & BEVERAGE TAX - CITYWIDE FBC Actual

TOTAL SALES SUBJECT TO F&B TAX	75000.00
Deductions	0.00
Taxable Sales	75000.00
Calculated Amount	750.00
Net Due	750.00

FOOD & BEVERAGE TAX - DOWNTOWN FBD Actual

TOTAL SALES SUBJECT TO F&B TAX	75000.00
Deductions	0.00
Taxable Sales	75000.00
Calculated Amount	562.50
Net Due	562.50

Penalties

Penalty Description	Penalty Amount	Penalty Interest
FOOD & BEVERAGE TAX LATE PENALTY - DWTN	393.75	0.00

Summary

Calculated Amount due on this filing:	1312.50
Discounts on this filing:	0.00
Penalty on this filing:	393.75
Total due:	1706.25

**The amount due shown does not include any potential interest that may be added for late filings.

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13 Click the Choose File button and upload the required documentation:

Local Tax	Required Documentation
Food & Beverage	ST-1 or ST-2 form
Hotel/Motel Use	CMFT-1 or CMFT-2 form
Local Gas	

14 After the file is attached to the filing, click the **Upload** button.

The screenshot shows the 'Business License Filing Amounts' page. A confirmation message states: 'Thank you. Your information has been successfully submitted.' Below this, there is a section titled 'You can now...' with instructions on how to attach documents. A red circle with the number '13' highlights the 'Choose File' button, and another red circle with the number '14' highlights the 'Upload' button. The page also displays account details and a summary table.

Business License Filing Amounts

Confirmation
Thank you. Your information has been successfully submitted.

[Add bill to Cart](#)

You can now...

Attach one or more documents to your new Filing

- Use the **Choose File** button to select a document to attach.
- As each document is selected, an additional file selection button will appear, allowing you to select multiple documents.
- Click the **Upload** button to upload the selected attachment(s).

13 **Choose File** No file chosen

14 **Upload** [Cancel](#)

- [Submit another renewal](#)

Account ID	10438
DBA Name	TEST CUSTOMER
Category	FOOD & BEVERAGE TAX - DOWNTOWN
Renewal Cycle	MONTHLY DUE ON 20
Month	9
Year	2021

TOTAL SALES SUBJECT TO F&B TAX	75000.00
Deductions	0.00
Taxable Sales	75000.00
Calculated Amount	750.00

- 15 Verify the document was attached. If you want to attach another document, perform Steps 12-15 again.
- 16 If you would like to pay the filing with a credit card or e-check, click the blue **Add bill to Cart** link. See the Pay a Local Tax Filing instructions.
- 17 If you would like to file another local tax, click the blue **Submit Another Renewal** link. Otherwise, the filing is complete and you can close the CSS portal.

Business License

Filing Amounts

Confirmation

Thank you. Your information has been successfully submitted.

You can now...

Attach one or more documents to your new Filing

- Use the **Choose File** button to select a document to attach.
- As each document is selected, an additional file selection button will appear, allowing you to select multiple documents.
- Click the **Upload** button to upload the selected attachment(s).

15 Test Document.pdf [Remove](#)

No file chosen

[Cancel](#)

17 • [Submit another renewal](#)

Account ID	10438
DBA Name	TEST CUSTOMER
Category	FOOD & BEVERAGE TAX - DOWNTOWN
Renewal Cycle	MONTHLY DUE ON 20
Month	9
Year	2021
<hr/>	
TOTAL SALES SUBJECT TO F&B TAX	75000.00
Deductions	0.00
Taxable Sales	75000.00
Calculated Amount	750.00
Net Due	750.00
<hr/>	
TOTAL SALES SUBJECT TO F&B TAX	75000.00
Deductions	0.00
Taxable Sales	75000.00

16 [Add bill to Cart](#)

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