



## Instructions for E-filing TOT/LBID/TMD Payments

1. Go to <https://business.pismoeach.org/webrenewals/>
2. Type in your Account Number and Security Code. Click "Continue".

**Enter Account Number:** Tuesday, September 12, 2017

Account Number

Security Code

Click to Continue when ready

3. You may be prompted to enter in an email address if one has not already been provided. Then "Click to Continue".

**There is no email for your account on file!**

- You must enter an email address
- A receipt will be emailed to you at completion of the renewal process

There is no email for your account on file!

4. Confirm the contact information is correct. Scroll towards the bottom of the page and select your preferred "Renewal Notice Delivery Method". This is for future annual business license renewals.

**Renewal Notice Delivery Method \***

Please select how you would like to receive renewal notices in the future:

Opt for Paper Only  Opt for Email Only

- a. Select Action Type:

To modify the contact information, select "Modify: I wish to update information listed above" and click "Continue".

After contact information is correct, select "Make a Payment" and click "Continue".

**Select Action Type:**

Make a Payment

Modify: I wish to update information listed above.

Business Closed: I am no longer conducting business in Pismo Beach .

Print License or Renewal Notice

Click Continue when ready:

- b. You will be prompted to certify that the contact information is correct. If correct, select both bubbles and click "Continue".

I certify that the above mailing address is correct.

I certify that the above business address and business phone are correct.



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- If you have not paid your business license, click the “Renew Business License” button and submit business license payment. If you have already paid your business license, click on the “Submit” link.

**Your account has unpaid Tax forms:**

- Pay your TOT/LBID/TMD payment NOW by clicking "Submit" below next to the period you wish to submit:
- Or, Pay TOT/LBID/TMD later, skip to Renew Business License: Renew Business License

Permit Type	Start Date	End Date	Due Date		
TOT	Transient Occupancy Tax Hotel	8/1/2017 12:00:00 AM	8/31/2017 12:00:00 AM	10/1/2017 12:00:00 AM	<a href="#">Submit</a>

- Fill out the following information. If your business has exemptions during this reporting period, upload the filled out Exclusion/Exemption forms by clicking on the “Choose File” button. If your business does not have exemptions, check the box “I have no exemptions to claim.” Then click “Calculate”.

**Tax Form:**

Total rent collected for month

Rental Receipts for rooms occupied more than 30 consecutive days by the same person

Rental Receipts for occupancies by any federal/foreign employee who is exempt by federal law or international treaty

Total Excusions and Exemptions

TOT Tax Due

LBID Assessment Due

TMD Assessment Due

Enter Total Rental Unit-Night Rented

Total Due

Please upload/attach the correct [Exemption Form\(s\) and/or Non-Transient Form\(s\)](#) if you are claiming an exemption. Exemption Forms and Non-Transient Forms can be found [here](#). TOT/LBID/TMD e-filings with exemptions will not be processed until Exemption Form(s) and or Non-Transient Form(s) are provided.

Choose File No file chosen
 I have no exemptions to claim.

Calculate

Total before Penalty, Interest and Other Fees:

Penalties (if any):

Interest (if any):

Delinquent Filing Penalty:

- Review the total due, including penalties and interest, if applicable. Then, click “Check Out”.
- Follow the instructions for paying with an e-check by filling in your bank account information. Then, click “Complete Payment”.
- Once payment is successful, you will see “Your payment has been received!” Thank you!