



## 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.

- 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:					
<ul style="list-style-type: none"> <li>Pay your TOT/LBID/TMD payment NOW by clicking "Submit" below next to the period you wish to submit:</li> <li>Or, Pay TOT/LBID/TMD later, skip to Renew Business License: <input type="button" value="Renew Business License"/></li> </ul>					
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	<input type="button" value="Submit"/>

- Fill out the following information.
  - For “Total Rental Unit-Nights Rented”, indicate the number of unit-nights rented during the month.
  - For “Total Units at Property”, indicate total number of units that are rentable for the month.

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”.

Account Information:	
Account Number:	1234
Business Name:	My Pismo Beach Hotel
Permit Type:	TOT
Return Form Number:	15
Period Due Date:	3/29/2019 12:00:00 AM
Tax Form:	
Total rent collected for month	<input type="text"/>
Rental Receipts for rooms occupied more than 30 consecutive days by the same person	<input type="text"/>
Rental Receipts for occupancies by any federal/foreign employee who is exempt by federal law or international treaty	<input type="text"/>
Total Exclusions and Exemptions	
TOT Tax Due	
LBID 1% Assessment Due	
LBID 1% Assessment Due for Improvements	
County TMD Assessment Due	
Enter Total Rental Unit-Night Rented	<input type="text"/>
Total Units at Property	<input type="text"/>
Total Due	
Please upload/attach the correct <a href="#">Exemption Form(s)</a> and/or <a href="#">Non-Transient Form(s)</a> if you are claiming an exemption. Exemption Forms and Non-Transient Forms can be found <a href="#">here</a> . TOT/LBID/TMD e-filings with exemptions will not be processed until Exemption	<input type="button" value="Choose File"/> No file chosen <input type="checkbox"/> I have no exemptions to claim.
<input type="button" value="Calculate"/>	

- 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!