

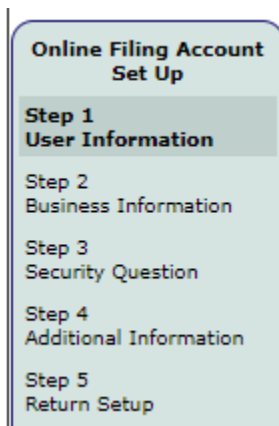
# High-Level How-To for Online Filing at [www.hoteltaxonline.com](http://www.hoteltaxonline.com)

Before filing online, new users must sign up for a user account (this is a one-time process). There are 2 options:

1. Business Account – this is for users who have a single property
2. Tax Preparer Account – this is one of two options for bulk filing for users who have or manage multiple properties. Details on how to file as a bulk filer can be found at <https://revds.com/taxpayer/select-your-state/texas/taxpayer-forms/>.

<h3>Business Account</h3> <p>For business owners or companies who need to file for a single business or a business with multiple locations.</p> <p><a href="#">Create a Business Account &gt;</a></p>	<h3>Tax Preparer Account</h3> <p>For tax preparers, CPAs and filing practitioners who manage multiple business accounts for multiple clients.</p> <p><a href="#">Create a Tax Preparer Account &gt;</a></p>
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Businesses will need to complete a series of questions to set up the user account. Items that have an asterisk (\*) are required.



During the return setup step, businesses should indicate that they are either a Hotel or an STR. This will require entering the HOT taxpayer number assigned by Avenu (see email or paper letter sent out in June). Both Hotels and STRs will pay HOT Tax, but the STR will not pay a credit card fee.

## Return Setup

To set up a return you want to file, select the options below, type in the corresponding account number, and click the Add Return button.

1. Select State:

2. Select Type:  Hotel / Motel / STR Tax  
 Short Term Rental Permit

3. Select Return:

4. Select Location:   
5G Fee Renewal  
Avenue DBA MuniServices Hotel Occupancy Tax Return  
**San Antonio - Hotel Occupancy Tax**  
**San Antonio - Short Term Rental**

5. Authority Account Number:   
[Click here to apply for a new Authority Account Number.](#)

6. Select Filing Status:

The business will then log in every month and click on File a New Return. If there was no revenue, the business should file a zero return.

### Returns

### Application & Renewals

### My Account

Businesses will then select their location, enter their gross and (if a hotel) any deductions, pay, confirm the summary looks correct and then file.



Filing Type  Single Filer  Bulk Filer

Located in Bexar County and  Inside the City of San Antonio  Outside the City of San Antonio

Total Receipts

Filing History is always retained under the My Returns menu:

My Returns

- Filing History
- Return Setup
- Apply for Account Number