



Paying Hotel Occupancy Tax Online

The City of Temple is now accepting hotel/motel/short term rental occupancy tax payments online. Step-by-step instructions are shown below to **pay by Discover, MC, Visa, or e-check.**

Both your business name and a PIN are needed to pay online.
For this information, please contact the Finance Office at hoteltaxpayments@templetx.gov or 254-298-5631.

Please click [Pay Hotel/Motel Occupancy Tax](#) to report and pay online.

Click Pay Occupancy Tax in the upper left corner of the screen or [Pay Hotel/Motel Occupancy Tax](#).

The screenshot shows a web application interface for the City of Temple. At the top, there is a red header bar with the City of Temple logo on the left and the text "HOTEL TAX PAYMENTS" in white capital letters on the right. Below the header, the page is divided into two main sections. On the left is a vertical sidebar with a grey background, containing a menu with the following items: "Pay Occupancy Tax", "Home", and "Renew License". The "Pay Occupancy Tax" item is highlighted. The main content area on the right has a white background and contains the following text: "Welcome to the City of Temple's online Hotel / Motel Occupancy Tax System." followed by "Here you can:" and a bulleted list with one item: "• [Pay Hotel/Motel Occupancy Tax](#)". Below this, there is a section titled "FOR HOTEL/MOTEL OCCUPANCY TAXES" which includes a paragraph: "Thank you for using the online system to pay hotel/motel occupancy taxes. The monthly report AND remittance must be received by the Finance Department not later than the 20th day of the month following the reported month." This is followed by a red warning message: "***If the current date is after the 20th day of the month following the reported month, please do not pay online." Below the warning, there is a paragraph: "Click the Pay Occupancy Tax button in the upper left corner of the screen. Follow the on-screen prompts to complete payment." and another paragraph: "Please contact the Finance Department at financeweb@templetx.gov or 254-298-5631 with any questions." At the bottom of the page, there is a red footer bar with two links: "City Homepage" and "Hotel/Motel Occupancy page".

Enter hotel name as provided by the Finance office.
Click Search.

The screenshot shows the 'HOTEL TAX PAYMENTS' page for the City of Temple. On the left is a navigation menu with 'Pay Occupancy Tax', 'Home', and 'Renew License'. The main content area is titled 'License Inquiry' and includes a red asterisk indicating required fields. There is a 'Search By:' dropdown menu currently set to 'Business Name'. Below this is a 'Search Criteria' section with a text input field for '* Business Name:' and a red 'x' icon, with a note 'Must not be empty.' A 'Search' button is located at the bottom right of the search area. The footer contains links for 'City Homepage' and 'Hotel/Motel Occupancy page'.

CITY OF TEMPLE **HOTEL TAX PAYMENTS**

Pay Occupancy Tax
Home
Renew License

License Inquiry

* = Required

Search By: Business Name

Search Criteria

* Business Name: ✕
Must not be empty.

Search

[City Homepage](#) [Hotel/Motel Occupancy page](#)

Select a business from the list by clicking the name.

The screenshot shows the 'Business Search Results' page. The navigation menu is the same. The main content area has a breadcrumb trail 'License Inquiry / Business Search Results'. Below this is a red header 'Business Search Results' and the instruction 'Please select a business from list:'. A table displays four search results with columns for 'Business Name', 'Address', and 'Status'. Each business name is a clickable link. The footer is identical to the previous page.

CITY OF TEMPLE **HOTEL TAX PAYMENTS**

Pay Occupancy Tax
Home
Renew License

[License Inquiry](#) / Business Search Results

Business Search Results

Please select a business from list:

Business Name	Address	Status
TEST HOTEL TAX PAYMENT		
TEXAS INN		
TOWNE PLACE SUITES		
TRAVELODGE		

Showing 1 to 4 of 4 entries

[City Homepage](#) [Hotel/Motel Occupancy page](#)

Select the current year license from the list.



HOTEL TAX PAYMENTS

Pay Occupancy Tax

Home

Renew License

[License Inquiry](#) / [Business Search Results](#) / Licenses

Licenses

Please select a license from list:

License Number	Classification	Status	
24-00003733	CITY LODGING TAX	ACTIVE	
23-00003733	CITY LODGING TAX	RENEWED	
22-00003733	CITY LODGING TAX	RENEWED	

Showing 1 to 3 of 3 entries

[View report with all licenses matching this criteria](#)

[City Homepage](#)

[Hotel/Motel Occupancy page](#)

Enter the License PIN as provided by the Finance office.
Click Submit.



HOTEL TAX PAYMENTS

Pay Occupancy Tax

Home

Renew License

Authentication

* = Required

Please enter the License PIN

* PIN:



Submit

[City Homepage](#)

[Hotel/Motel Occupancy page](#)

Click [Renew](#) under Public License Information.



HOTEL TAX PAYMENTS

Pay Occupancy Tax

Home

Renew License

Public License Information

[Renew](#)

License Number: 24-00003733

Business Control: 0002188

Business Information

Business Name: TEST HOTEL TAX PAYMENT

Business Address: 601 TWIN OAKS DR I1 TEMPLE TX 76501

Mailing Address: 601 TWIN OAKS DR TEMPLE TX 76501

Owner Name:

Date Opened: 01/20/2023

Business Phone: (254) 298-5631

Contractor Flag:

Federal Tax ID:

Type of Ownership:

Status: Active

Business Officers

No officers are listed for this business.

License Information

Classification: HTAX - CITY LODGING TAX

License Status, Date: ACTIVE, 05/22/2024

Application Issue Date: 10/01/2023, 10/31/2023

License Valid Thru Date: 10/31/2023

Additional Requirements

Description	Document Number	Expiration Date

Showing 1 to 1 of 1 entries

[City Homepage](#)

[Hotel/Motel Occupancy page](#)

4

The system may respond with the message Invalid License PIN number. Enter PIN in the Pin field and click Search.

Renew License

* = Required

The following issues must be addressed before this form can be submitted:

Invalid License PIN number.

* Renew Type:

Single License

* License Number:

24

00003733

* Pin:

••••

Search

Click [Renew License](#) under Renew/Transfer Date.



HOTEL TAX PAYMENTS

Pay Occupancy Tax

Home

Renew License

License Information

License Name:	TEST HOTEL TAX PAYMENT	License Number:	24 - 00003733
Owner:		Renew To Year:	24
Business Control:	0002186	Classification:	HTAX - CITY LODGING TAX
License Address:	601 TWIN OAKS DR I1 TEMPLE, TX 76501		
License Status:	ACTIVE	Issue Date:	10/31/2023
Renew/Transfer Date:		Renew Thru Date:	10/31/2023

[Renew License](#)

[Cancel](#)

[City Homepage](#)

[Hotel/Motel Occupancy page](#)

Verify the Renewal Period is for the month just ended.

Renewal Period found under **Please carefully review and adjust the Gross Receipts below for this license.**

Enter the

Gross Receipts.

Applicant. Use the hotel name as provided by the Finance office.

Phone Number.

Email Address.

Click Continue.



HOTEL TAX PAYMENTS

[Pay Occupancy Tax](#)
[Home](#)
[Renew License](#)

Review Renewal Information

* - Required

License Name: TEST HOTEL TAX PAYMENT

License Number: 24 - 00003733

Owner:

Renew To Year: 24

Business Control: 0002186

Classification: HTAX - CITY LODGING TAX

License Address: 601 TWIN OAKS DR 11 TEMPLE, TX 76501

Please carefully review and adjust the Gross Receipts below for this license.

* Renewal Period: One month - May, 2024

* Gross Receipts: \$.00

Must not be empty.

* Applicant Name:

Address 1:

Address 2:

Zip:

* Phone Number:

* Email Address:

Continue

[CityHomeapp](#) [Hotel/MotelOccupancyapp](#)

Enter

1. Total Gross Receipts for Month.
2. Less Receipts Exempted from Tax.

CITY OF TEMPLE **HOTEL TAX PAYMENTS**

Pay Occupancy Tax
Home
Renew License

Custom Calculations

Please enter Total gross receipts for month & Less receipts exempted from tax. Then click on Recalculate button. After screen amounts are filled in, please select continue.

License Name: TEST HOTEL TAX PAYMENT License Number: 24 - 00003733
Owner: Renew To Year: 24
Business Control: 0002186 Classification: HTAX - CITY LODGING TAX
License Address: 601 TWIN OAKS DR I1 TEMPLE, TX 76501

1. Total Gross Receipts for Month: \$ 32123.68
2. Less Receipts Exempted from Tax: \$ 1202.48
3. Taxable Receipts:
4. Taxable Amount:
5. Less 1% Discount for Early Filing:
6. Discounted Taxable Amount:
7. Late Filing 1% Discount Removed: \$
8. Total Tax Amount (Unpenalized):
9. Penalty:
10. Interest:
11. Total Tax Due:

Recalculate Continue

[City Homepage](#) [Hotel/Motel Occupancy Page](#)

The online system automatically calculates the 1% discount.
If reporting and paying after the 20th of the month,
please remove the 1% discount manually in field 7 to ensure calculations are correct.

Click Recalculate.

Verify the amounts, specifically the Total Tax Due, are correct.

If necessary, enter corrections and click Recalculate.

Click Continue.

Verify the amounts, specifically the Total Tax Due, are correct
Edit, if necessary.
Click Continue.



HOTEL TAX PAYMENTS

Pay Occupancy Tax

Home

Renew License

Custom Calculations Review

License Name: TEST HOTEL TAX PAYMENT

License Number: 24 - 00003733

Owner:

Renew To Year: 24

Business Control: 0002186

Classification: HTAX - CITY LODGING TAX

License Address: 601 TWIN OAKS DR I1 TEMPLE, TX 76501

1. Total Gross Receipts for Month: \$32,123.68

2. Less Receipts Exempted from Tax: \$1,202.48

3. Taxable Receipts: \$30,921.20

4. Taxable Amount: \$2,164.48

5. Less 1% Discount for Early Filing: \$21.64

6. Discounted Taxable Amount: \$2,142.84

7. Late Filing 1% Discount Removed: \$0.00

8. Total Tax Amount (Unpenalized): \$2,142.84

9. Penalty: \$0.00

10. Interest: \$0.00

11. Total Tax Due: \$2,142.84

Edit

Continue

[City Homepage](#)

[Hotel/Motel Occupancy Page](#)

Click [Pay Bill](#)



HOTEL TAX PAYMENTS

Pay Occupancy Tax

Home

Renew License

Amount Fixed

License Name: TEST HOTEL TAX PAYMENT

License Number: 24 - 00003733

Owner:

Renew To Year: 24

Business Control: 0002186

Classification: HTAX - CITY LODGING TAX

License Address: 601 TWIN OAKS DR I1 TEMPLE, TX 76501

Charges

Exemption: \$0.00

Transaction Date: 06/04/2024

Renewal Charge: \$2,142.84

Penalty Charge: \$0.00

Additional Charges: \$0.00

Interest Charge: \$0.00

Less: Exemption: \$0.00

Less: Paid:

Total Charges: \$2142.84

[Pay Bill](#)

[City Homepage](#)

[Hotel/Motel Occupancy Page](#)

Click the down arrow in the Payment Method box to choose either Credit Card or eCheck to pay.
Click Continue.

The screenshot shows the 'HOTEL TAX PAYMENTS' page for the City of Temple. On the left is a sidebar with links: 'Pay Occupancy Tax', 'Home', and 'Renew License'. The main content area is titled 'Payment Method' and includes a red asterisk indicating required fields. It prompts the user to 'Please select your payment method.' and shows the 'Amount to Pay' as \$1.17. The 'Payment Method' dropdown menu is open, showing 'Credit Card' (selected with a green checkmark) and 'eCheck'. A 'Continue' button is on the right, and a 'Cancel' link is at the bottom left. The footer contains links for 'City Homepage' and 'Hotel/Motel Occupancy page'.

Enter the email address for the receipt.
Click Submit.

The screenshot shows the 'HOTEL TAX PAYMENTS' page for the City of Temple, now at the 'Review Payment and Charge Information' step. The sidebar remains the same. The main content area displays the 'Total Amount Due' as \$1.17. There is a required field for 'Email Receipt To:' with a red 'x' icon and a note 'Must not be empty.' Below this is a section for 'Application Fees' containing a table:

Fee	Amount
24-00003733	\$1.17
Total Application Fees	\$1.17

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right are 'Back' and 'Submit' buttons, and a 'Cancel' link at the bottom left. The footer links are also present.

When paying by card, enter the required information. Required information noted by *
Click Submit.

CITY OF
TEMPLE

HOTEL TAX PAYMENTS

Pay Occupancy Tax

Home

Renew License

Payment Details

Payment Information

Total Payment Amount: \$1.17

Account Holder Name

Credit Card Number *

Expiration Month *

Expiration Year *

CVV *

Billing Street Address *

Billing Zip Code *

Submit

When paying by e-check, please read the highlighted portion

The screenshot shows the 'HOTEL TAX PAYMENTS' review page for the City of Temple. On the left is a navigation menu with 'Pay Occupancy Tax', 'Home', and 'Renew License'. The main content area is titled 'Review Payment and Charge Information'. It displays a 'Total Amount Due' of \$7.62 and an 'Email Receipt To' field with the address 'ltye@templetx.gov'. A yellow highlighted box contains a disclaimer about EFT transactions. Below this is a table for 'Application Fees' showing a single entry for \$7.62. At the bottom are 'Back' and 'Submit' buttons, and a 'Cancel' link.

Fee	Amount
24-00003733	\$7.62
Total Application Fees	\$7.62

After submitting the payment information by either card or echeck, the screen below appears. An emailed receipt will send to the address entered previously.

The screenshot shows the 'HOTEL TAX PAYMENTS' confirmation page. The navigation menu is the same. The main content area is titled 'Payment Details' and shows 'Payment Information' with a 'Total Payment Amount' of \$1.87. A light blue box contains a confirmation message: 'Your payment request has been received. You will receive a confirmation email at the email address provided once it has been fully processed. This process can take up to 15 minutes. Make sure to check your junk/spam folder for your confirmation email.'

The receipt email will show the info below.

Payment Receipt from City of Temple



Customer Service <customer_service@ci.temple.tx.us>
To FinanceWeb

 If there are problems with how this message is displayed, click here to view it in a web browser.

Payment Receipt from City of Temple

Account Number:	24-3733
Receipt Number:	164291852781804
Payment Amount:	\$1.87
Payment Date:	06/25/2024 04:40 PM
Payment Account:	

Charge Details

Description	Amount
24-00003733	\$1.87
Total	\$1.87

The Finance Department will
review reports submitted and payments made online and
will make contact, as necessary.

Please contact the Finance Department
by phone: 254-298-5631 Monday-Friday from 8am-5pm, excluding holidays or
by email: hoteltaxpayments@templetx.gov at any time.

Thank you for using the online system to report and pay hotel/motel/STR occupancy taxes.