

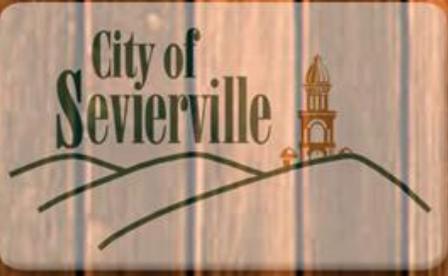


*"Your Hometown
in the Smokies"*

Hospitality Tax

Hotel/Motel, Amusement and Restaurant

Processing Portal Instructions



*"Your Hometown
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Processing Portal Instructions

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Processing Portal Instructions

Log In

Enter the email address you used to register with us and the password that was emailed to you.

If you forgot your password, click on the green 'Forgot your password'.

The screenshot shows the City of Sevierville login page. At the top left is the City of Sevierville logo. To its right is a dark green navigation bar with a gold 'LOGIN' button and links for 'YOUR ACCOUNT', 'YOUR USER INFORMATION', and 'CONTACT US'. Below the navigation bar, the page title is 'City of Sevierville - LOGIN' with a note: 'Email address and password are NOT case-sensitive.' The login form consists of two input fields: 'Email' and 'Password'. Below these fields is a gold 'Sign In' button and a green link for 'Forgot your password?'.



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Processing Portal Instructions

Accounts

This screen shows the user the clients (businesses) to which this User has access.

This example shows usage rights to 3 businesses (example only).

Click the account you wish to use.

The screenshot shows a web portal interface. At the top is a dark green navigation bar with the City of Sevierville logo on the left and menu items: LOGIN, YOUR ACCOUNT, YOUR USER INFORMATION, CONTACT US, and LOGOUT. Below the navigation bar, the user's name "jim deanda" is displayed. A prompt says "Click on the account you wish to view:". Below this is a table with four columns: Business Entity, Contact, Address, and City/State. The table lists three business entities: ABC Restaurant, XYZ Hotel, and LMN Hotel, all with contact names and Sevierville, TN addresses.

Business Entity	Contact	Address	City/State
ABC Restaurant	Jane Doe		Sevierville, TN
XYZ Hotel	John Doe		Sevierville, TN
LMN Hotel	John Doe		Sevierville, TN



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Processing Portal Instructions

Filings

There is a button for each of the filing types (ex. Restaurant, Amusement, Lodging, Beer-Wine-Liquor*) for which this business is responsible. Clicking a button type will show existing matching records.

Also on this screen are buttons for: Card Billing Information**, Filing Period entry, Payment entry and a detail view for each of those records.

* Beer-Wine-Liquor sales are recorded using this button (It is not to apply a tax.).

**Card Billing information will allow you to store your billing address for credit/debit card transactions.

The screenshot shows the City of Sevierville processing portal. At the top, there is a dark green navigation bar with the City of Sevierville logo on the left and links for LOGIN, YOUR ACCOUNT, YOUR USER INFORMATION, CONTACT US, and LOGOUT on the right. Below the navigation bar, the user's name and address are displayed: John Doe, 1234 Main Street, Nashville, TN 1234, 123-456-7890. There are two buttons for "Your Card Billing Information": "Amusement" and "Restaurant", with "Restaurant" highlighted in green. Below this, the "Tax Periods" section shows a "Balance Due: \$19.60" and two buttons: "Enter a Filing Period" and "Make Payment". A table lists the tax periods with columns for Billing Period, Tax Type, Gross Taxable, Exemptions, Penalty Fee, Interest Fee, Net Taxable, Amount Due, Amount Paid, and Balance. The first row shows a billing period of 2-2015 for a Restaurant with a Gross Taxable amount of \$1,000.00, resulting in a Balance Due of \$19.60. A "View/Print" button is next to the balance. Below the table is a "Payments" section with a table that has columns for Billing Period, Tax Type, Payment Date, Payment #, Total Paid, Method, and Transaction ID.

Billing Period	Tax Type	Gross Taxable	Exemptions	Penalty Fee	Interest Fee	Net Taxable	Amount Due	Amount Paid	Balance
2-2015	Restaurant	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$19.60	\$0.00	\$19.60

Billing Period	Tax Type	Payment Date	Payment #	Total Paid	Method	Transaction ID
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Processing Portal Instructions

Enter Filing Information

By clicking on the button labeled 'Enter a Filing Period' in the previous screen, you will see the screen shown here. The date is automatically entered and is based on the last filing completed. All filings must be filed in chronological order. Please confirm that this is the proper tax type, ie.; Restaurant in the example.

Enter your Gross Proceeds and non-taxable Exemptions.

The screenshot shows a web interface for reporting tax information. At the top left is the City of Sevierville logo. To the right are navigation links: LOGIN, YOUR ACCOUNT, REPORTS, CONTACT US, and LOGOUT. The main heading is "City of Sevierville - REPORT A TAX PERIOD" with a note "All fields are required." Below this, the "Payment Period" is set to "3 2015" and the "Tax Type" is "Restaurant". There are two input fields: "* Gross Proceeds" with the value "Gross Proceeds" and "* Exemption" with the value "0". The "Outstanding Balance" is displayed as "\$0.00". At the bottom, there are two buttons: "Cancel" and "Create Filing Period".



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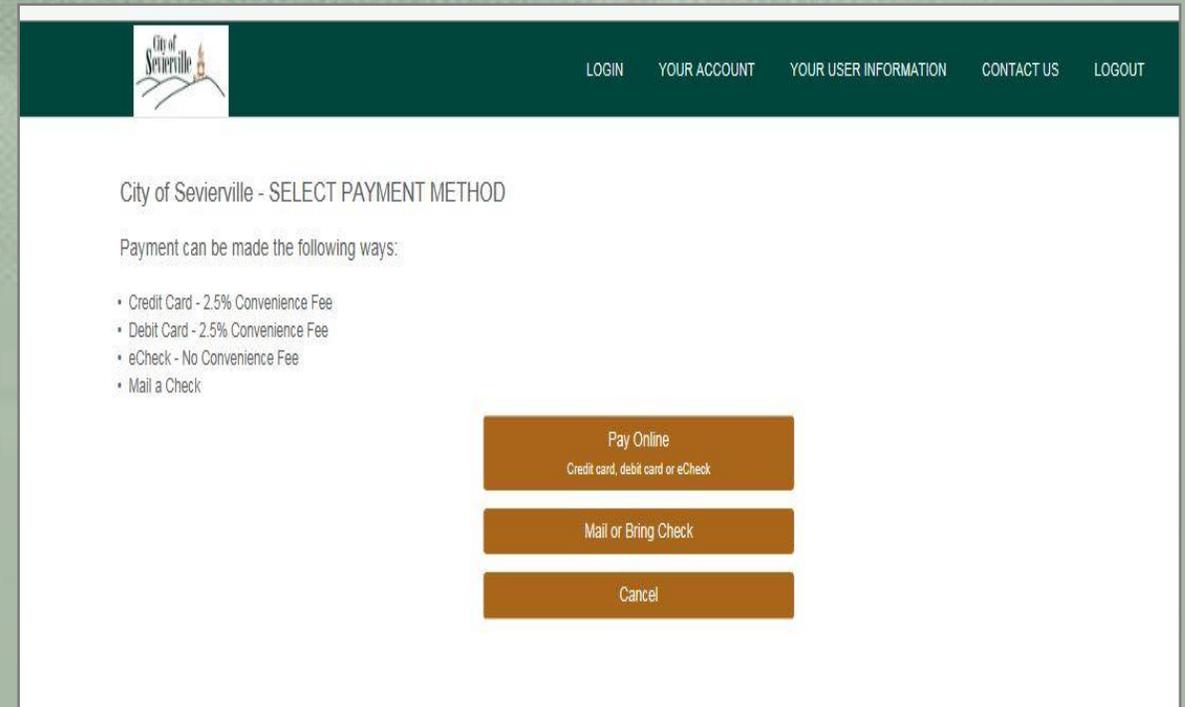
Processing Portal Instructions

Payment Information

Click Make Payment on the Accounts Screen.
Click on the button indicating how you would like to make payment.

Please note that credit and debit card payments will have a 2.5% convenience fee added. ACH (eCheck) and payments mailed or brought to City Hall will not have a convenience fee added.

If you would like to have your credit or debit card, or eCheck billing address retained, please send an email to HospitalityClerk@seviervilletn.org. Please do not send credit or debit card or bank routing information! That will be retained at our contracted payment portal, iCheck.





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Processing Portal Instructions

Tax Declaration

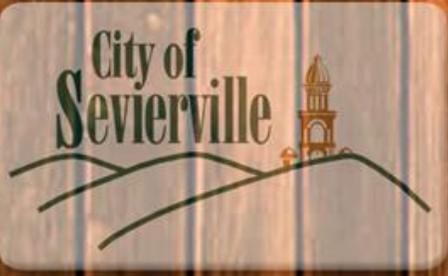
After entering the filing amount, any penalty and interest for late payments plus any outstanding balance are shown. This screen does not have any editable fields. Also, you do not need to print this screen for your records. There is a much more complete print option available to you after you accept this form. If the amounts you entered are correct, click Save and Return to Filings.

The screenshot shows the 'Tax Declaration' page in the City of Sevierville portal. The page has a dark green header with the city logo and navigation links: LOGIN, YOUR ACCOUNT, YOUR USER INFORMATION, CONTACT US, and LOGOUT. The main content area displays a table of tax details for an Amusement tax type, covering the period 3-2015 with a due date of 04/20/2015. The table lists various amounts including gross proceeds, taxable proceeds, tax owed, and penalties. At the bottom, there is a certification statement and two buttons: 'Cancel and Return to Filings' and 'Save and Return to Filings'.

Tax Declaration	
Tax Type:	Amusement
Payment Period:	3-2015
Due Date:	04/20/2015
Gross proceeds:	\$3,000.00
Exemption:	\$0.00
Taxable Proceeds:	\$3,000.00
Tax Owed:	\$60.00
Penalty Fee (1%):	\$0.00
Interest Fee (1%):	\$0.00
Outstanding balance:	\$217.78
Penalty Fee on Outstanding Balance:	\$2.18
Interest Fee on Outstanding Balance:	\$2.18
Vendor Comp (if paid in full by 04/20/2015):	\$1.20
Amount Due (if paid in full by 04/20/2015):	\$280.94
Amount Due (if NOT paid in full by 04/20/2015):	\$280.94

By checking this box and submitting this return, I certify that all of the information entered is true, correct, and complete to the best of my knowledge;
that I am duly authorized by the subject company to submit this return to the City of Sevierville.

[Cancel and Return to Filings](#) [Save and Return to Filings](#)



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Processing Portal Instructions

Your User Information

This is the User Information screen where you can change your password, your email address or your name. Please note, if you represent multiple companies this will change it for all of the companies with which you work. When complete, click Save Changes.

City of Sevierville

LOGIN YOUR ACCOUNT **YOUR USER INFORMATION** CONTACT US

Edit your User Information:

This is your LOGIN information.

* First Name

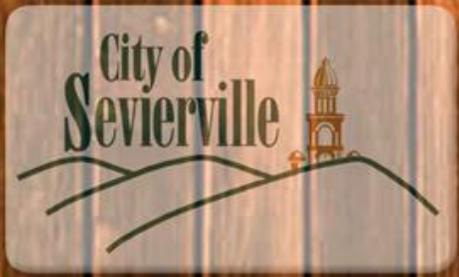
* Last Name

* Email

* PASSWORD

Cancel Save Changes

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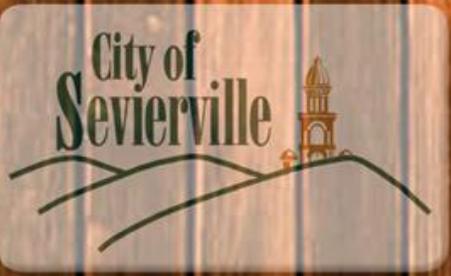
[LOGIN](#) [YOUR ACCOUNT](#) [YOUR USER INFORMATION](#) [CONTACT US](#)

Contact Us



City of Sevierville
Hospitality Clerk
City Hall
120 Gary Wade Blvd
Sevierville, TN 37864-5500
865 868 1561
HospitalityTax@sevierville.tn.org

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Filing Results Print Out

Select View/Print from Accounts screen. You can use this as a copy for your records and it can also be used to mail to the City with your payment.

This form will be automatically emailed to you when you open it. This way it can be saved or printed.

If you are mailing payment for more than one tax type you may send one check for the total of 2 or more filing types.



[LOGIN](#)

[YOUR ACCOUNT](#)

A copy of this PDF has been emailed to

[Return to Payments](#)



Restaurant Tax Filing Results

February 27, 2015
Account: 4711
Filing for: February 2015
Due Date: 03/20/2015

**ABC Restaurant
John Doe**

Sevierville, TN 37862

Gross Proceeds:	\$2,000.00
Exempt Proceeds:	\$0.00
Taxable Amount:	\$2,000.00
Tax Due (2%):	\$40.00
Penalty Fee (1%):	\$0.00
Interest Fee (1%):	\$0.00
Balance Due:	\$40.00
Penalty Fee on Outstanding Balance:	\$0.00
Interest Fee on Outstanding Balance:	\$0.00
Vendor's Compensation - 2% (if paid in full by 03/20/2015):	-\$0.80

Amount Due (if paid in full by 03/20/2015):	\$39.20
Amount Due (if NOT paid in full by 03/20/2015):	\$40.00

Amount Enclosed: \$ _____

Mail check payable to:
City of Sevierville
Attn: Hospitality Tax Clerk
P.O. Box 5500
Sevierville, TN 37864-5500

Contact Us: 865-868-1561 or HospitalityTax@sevierville.tn.org

[Return to Payments](#)