

Bulk Filing Instructions / Demo

1. All property accounts will have a tax form under **OPEN TASKS** in the Business Center. You will click on the Click Here to use Bulk Filing button



2. Click the green instruction button and download the template in excel.

Instruction	
The Bulk Filing feature is used to complete multiple tax forms at once. It is designed to be a copy/paste from an excel workbook. All of the columns in Bulk Fili be able to copy everything into Bulk Filing in the correct columns. Use the red Remove button if you do not want to complete a tax return using Bulk Filing. If y Click back into Bulk Filing and you will see the form. You will need to re-paste your form data in the field below in order to include the form in Bulk Filing.	n Y
Bulk Filing can be used for tax forms with or without deductions. See below for a format example. If you do not have any deductions, use the "No Deductions" Deductions" tab format. Even if it's just one deduction on one account, you must use the With Deduction format. Please insert a 0 in a field with no deductions	1
Use the "Expand to Show Deductions" button to load tax forms with deductions. You do not need to click this button if you do not have deductions.	l
Copy your data from excel and paste in the blank field below. Please note that if you are pasting from excel, the data will be pipe delimited, as excel is already excel and then copy into Bulk Filing.	
When you have pasted your tax data and verified that all your information is correct, press the orange Submit button to proceed to the checkout cart and pay	у
Bulk Filing Format Example	

- Next, sort your property accounts by account number in MUNIRevs and your excel spreadsheet then enter room nights and receipts for each property.
 - a. Note: if you do not want to submit a tax form for a particular property using the bulk filing feature, hit the red remove button and make sure to remove the line in your spreadsheet.



	Gross Room Receipts										
Account Number (Do Not Load, Internal Only) 💌	Total Room Nights Availab	Actual Room Nights Rent	Before Exemptions 💌	Electronic Signature Dat	Electronic Signature Nam	Electronic Signature Tit					
000002	30	9	1200	06/24/2021	Jane Doe	Manager					
000004	30	15	2000	06/24/2021	Jane Doe	Manager					

- Total Room Nights Available = number of units x number of days in the month
- Actual Room Nights Rented = number of room nights rented (across ALL platforms)
- Gross Room Receipts Before Exemptions = gross rooms receipts from platforms other than Airbnb and VRBO
 - Airbnb and VRBO remit occupancy tax directly to the City of Corpus Christy, so you do NOT include those receipts when you file in MUNIRevs
- 4. When you are ready, copy and paste **ONLY** the tax information and electronic signature information into the command box (do NOT copy the account numbers).
 - a. All of the information will populate and the total tax due will calculate

		Gross Room Receipts							
Total Room Nights Availab 💌	Actual Room Nights Rent	Before Exemptions	Electronic Signature Dat	Electronic Signature Nam	Electronic Signature Tit				
30	9	1200	06/24/2021	Jane Doe	Manager				
30	15	2000	06/24/2021	Jane Doe	Manager				

Form	ms												
Sa	Save and Return to Business Center Submit												
Shov	w 10 💙 e	ntries Search:											
	actions 🔶	Account 🛓 Number	Business Name	Date 🔶 🔶 Due	Total Room Nights Available - All Platforms (click fo details)	¢	Actual Room Nights Rented - All Platforms (click for details)	Gross Room Receipts Before Exemptions - Exclude Airbnb, Homeaway/VRBO (click for details)	Total Net Amount Due	Φ	Electronic Signature	Electronic Signature	Electronic Signature Title
R	Remove	000002	Test	2021/07/31	30	<u>A</u>	9	1200	106.92		06/24/2021	Jane Doe	Manager
R	Remove	000004	MUNIRevs Testing Business	2021/07/31	30	A	15	2000	178.2		06/24/2021	Jane Doe	Manager
	Expand to Show Deductions		ns	Enter the data in the right field using pipe () separator.	30 9 1200 06/24/2 30 15 2000 06/24/	021 Ja 2021 J	re DoelManager ane DoelManager						

5. When the tax due is verified, please hit *Submit* once and allow for the system to process the filings. This will then take you to the cart where you can check out and pay.



1. If you are planning to use any **deductions**, please expand to show deductions in MUNIRevs before you copy and paste into the command box.

Forms											
Save and Return to Business Center Submit											
Actions ≑	Account 🛓 Number	Business Name	Date ∲ Due								
Remove	000002	Test	2021/07/31								
Remove	000004	2021/07/31									
Expand to	Enter the data in the right field using pipe separator.										

2. You will need to use the second tab on the excel template called "with deductions"

•	No Deductions	With Deductions	(+)

3. Next, fill out the room nights, gross receipts, and any deductions necessary. Always fill out the Electronic signature information. Copy and paste into the command box in MUNIRevs when ready. Please excluded the account number column.

I	Forms														
I	Save and Re	e and Return to Business Center Submit													
l	Show 10 💙	entries Search:													
	Actions 👙	Account 🛓 Number	Business Name	Date 🍦 🍦 Due	Total Room Nights Available - All Platforms (click for details)	Actual Room Nights Rented - All Platforms (click for details)	Gross Room Receipts Before Exemptions - Exclude Airbnb, Homeaway/VRBO (click for details)	Contracted to use room for 30 Consecutive Days	¢	US or State employee or US military	0	Texas Quasi- Governmental entities	Elect Coop	tric/Tele peratives	
l	Remove	000002	Test	2021/07/31	30	9	1200	200				500			
l	Remove 000004 MUNIRevs Testing Business 2021/07/31 Expend to Show Deductions Enter the data in the using pipe (1) separator. Enter the data in the using pipe (1)				30	15	2000								
					30 9 1200 200 500 06 30 15 2000 06/24/20	/24/2021 Jane <u>DoelManager</u> 221 Jane <u>DoelManager</u>									
	Showing 1 to	2 of 2 entries													

4. Scroll over to see all of the information populated. please hit *Submit* once and allow for the system to process the filings. This will then take you to the cart where you can check out and pay.

¢	Total Exemptions	¢	Taxable Room Receipts (Line 3 - Line 4F)	þ	Hotel Occupancy Tax Due	¢	Discount (If paid before due date, Line 6 x 1%)	þ	Penalty (If paid after due date, Line 6 x 15%)	Total Net Amount Due		Electronic Signature Date	Electronic Signature	Electronic Signature Title
	700		500		45.00		0.45	1	0	44.55	1	06/24/2021	Jane Doe	Manager
	0		2000		180.00		1.80	1	0	178.2	1	06/24/2021	Jane Doe	Manager
Forms Save and Return to Business Center Submit									nit					