

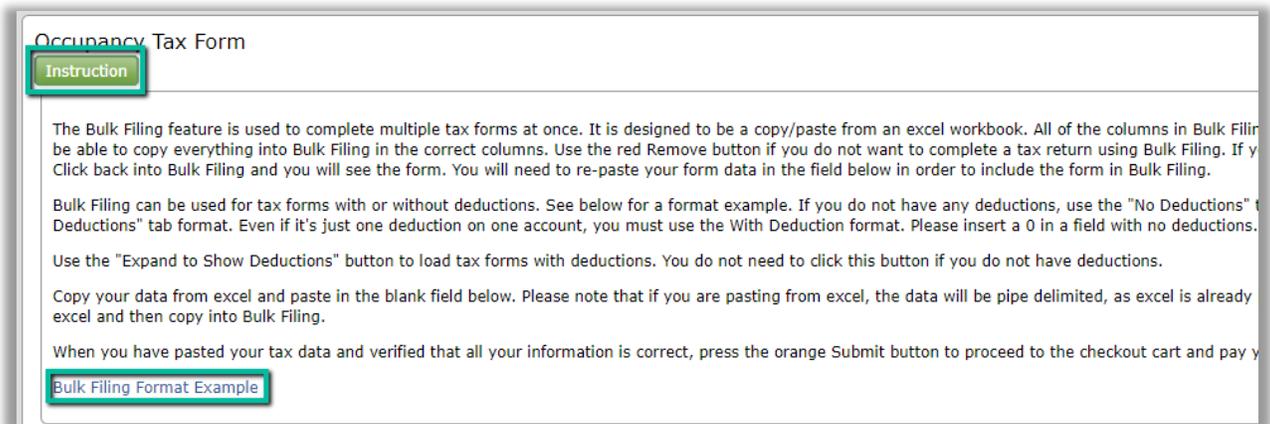


Bulk Filing Instructions / Demo

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.



3. 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.**

Actions	Account Number	Business Name	Date Due	T A P d
Remove	000002	Test	2021/07/31	
Remove	000004	MUNIRevs Testing Business	2021/07/31	
Remove	000006	QA Test Business	2021/07/05	

Expand to Show Deductions

Enter the data in the right field using pipe (|) separator.

Account Number (Do Not Load, Internal Only)	Total Room Nights Available	Actual Room Nights Rented	Before Exemptions	Electronic Signature Date	Electronic Signature Name	Electronic Signature Title
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).
- All of the information will populate and the total tax due will calculate

Total Room Nights Available	Actual Room Nights Rented	Before Exemptions	Electronic Signature Date	Electronic Signature Name	Electronic Signature Title
30	9	1200	06/24/2021	Jane Doe	Manager
30	15	2000	06/24/2021	Jane Doe	Manager

Forms

Save and Return to Business Center Submit

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)	Total Net Amount Due	Electronic Signature Date	Electronic Signature Name	Electronic Signature Title
Remove	000002	Test	2021/07/31	30	9	1200	106.92	06/24/2021	Jane Doe	Manager
Remove	000004	MUNIRevs Testing Business	2021/07/31	30	15	2000	178.2	06/24/2021	Jane Doe	Manager

Expand to Show Deductions

Enter the data in the right field using pipe (|) separator.

```
30|9|1200|06/24/2021|Jane Doe|Manager
30|15|2000|06/24/2021|Jane Doe|Manager
```

- 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.

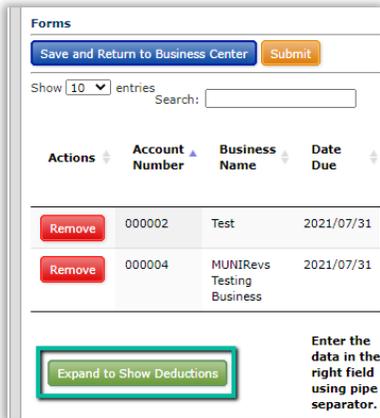
Occupancy Tax Form

Instruction

Forms

Save and Return to Business Center Submit

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

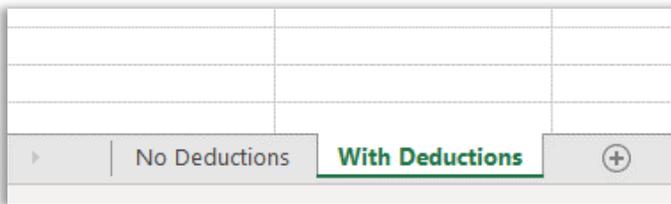
Show 10 entries Search:

Actions	Account Number	Business Name	Date Due
Remove	000002	Test	2021/07/31
Remove	000004	MUNIRevs Testing Business	2021/07/31

Expand to Show Deductions

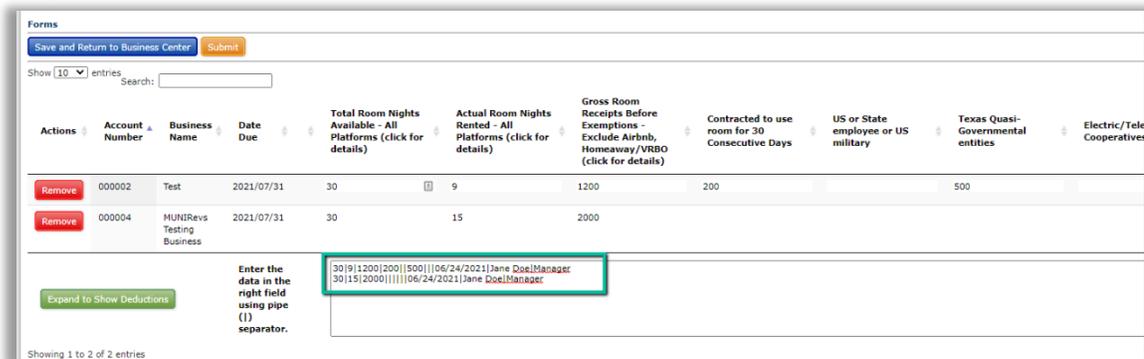
Enter the data in the right field using pipe separator.

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.



Forms

Save and Return to Business Center Submit

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	Texas Quasi-Governmental entities	Electric/Tele Cooperatives
Remove	000002	Test	2021/07/31	30	9	1200	200		500	
Remove	000004	MUNIRevs Testing Business	2021/07/31	30	15	2000				

Expand to Show Deductions

Enter the data in the right field using pipe (|) separator.

30|9|1200|200||500||06/24/2021|Jane Doe|Manager
30|15|2000|||||06/24/2021|Jane Doe|Manager

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)	Hotel Occupancy Tax Due	Discount (If paid before due date, Line 6 x 1%)	Penalty (If paid after due date, Line 6 x 15%)	Total Net Amount Due	Electronic Signature Date	Electronic Signature Name	Electronic Signature Title
700	500	45.00	0.45	0	44.55	06/24/2021	Jane Doe	Manager
0	2000	180.00	1.80	0	178.2	06/24/2021	Jane Doe	Manager



Forms

Save and Return to Business Center Submit