Excise

Taxpayer Guide

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Table of Contents

INTRODUCTION

Excise provides the Taxpayer the ability to view and manage accounts, as well as, complete and remit coupons and payments online. The following instructions will walk you through using the Excise system to access your Tourist Development Tax account online.

This guide is designed to provide an overview of the basic taxpayer processes within Excise. Pioneer Technology Group reserves the right to update, change, delete or append to this guide at any time.

Please note that some screens and/or text may appear differently.

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Contact Information

If you require further assistance, please contact us.

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GETTING STARTED

This section will take you through the steps of logging into the Excise System as well as give you a quick overview of the Home screen Navigation.

Logging into the Excise System

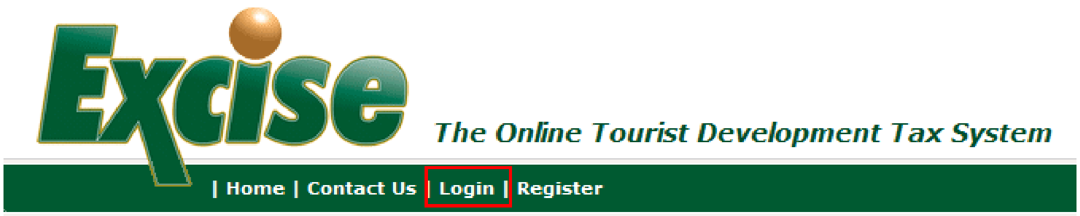
Follow the steps below to access your account(s) in the Excise system.

1. Access the county Excise site via the following address :

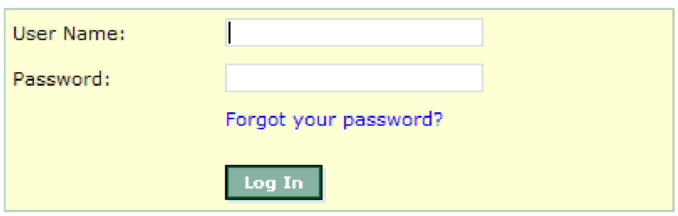
   www.touristtax.com

Note: *Click on the link for the designated county's website.*

2. From the top menu bar, click **Login**.

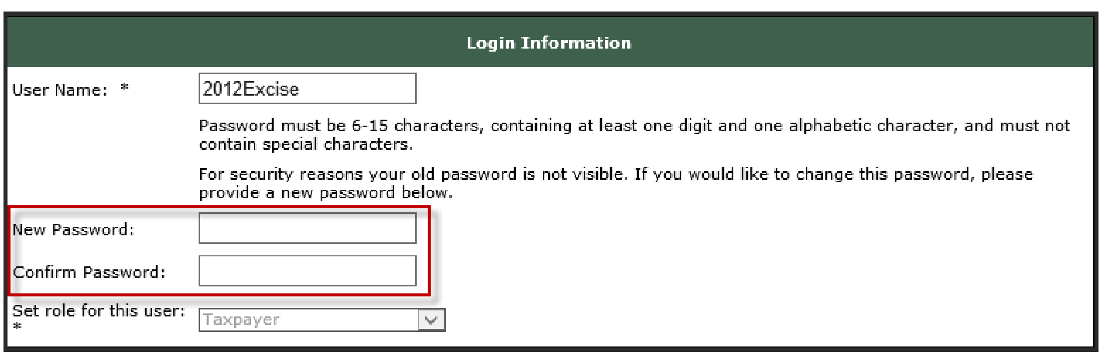


3. At the login screen, enter the user name and password.



Note: *The user will be provided with a User Name and initial password from the taxing authority. Please contact them directly with questions regarding log in information.*

4. Click **Log In**.
5. Is this the first time logging into the Excise System?

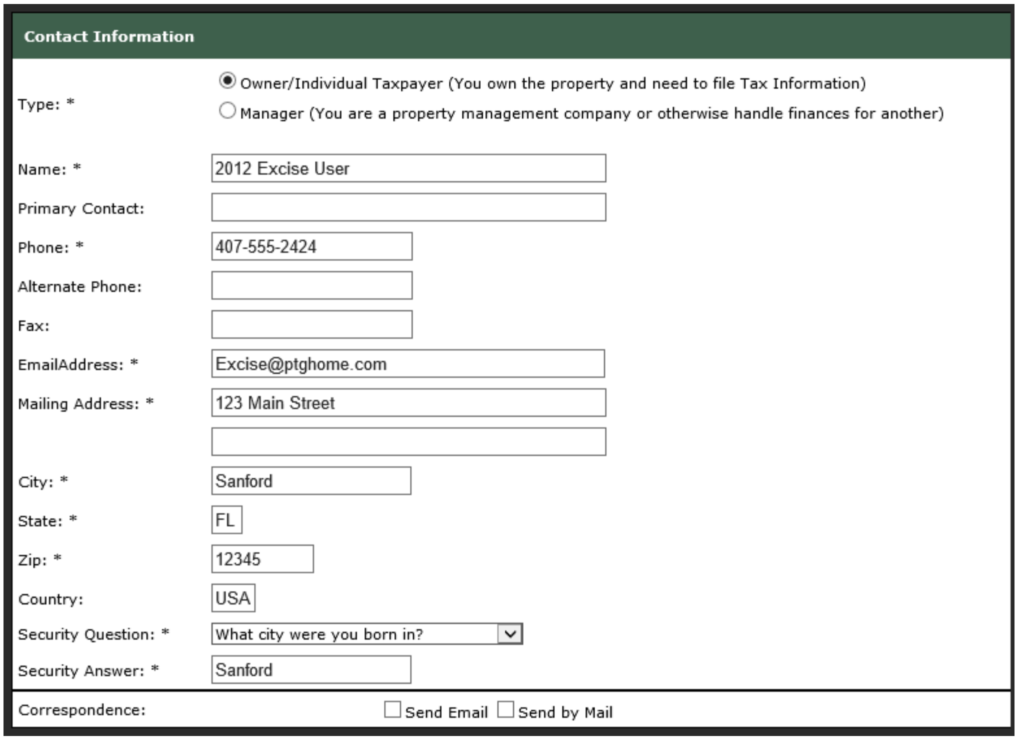


   If NO: Proceed to Step 10.

   If YES: The user will be asked to select a new password.

   Note: *Please pay special attention to the password requirements.*

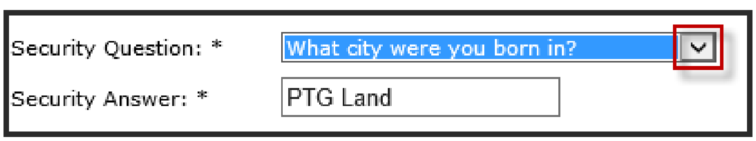
6. Enter and or Update profile information.


Contact Information

Type: *	(•) Owner/Individual Taxpayer (You own the property and need to file Tax Information) ( ) Manager (You are a property management company or otherwise handle finances for another)
Name: *	2012 Excise User
Primary Contact:	
Phone: *	407-555-2424
Alternate Phone:	
Fax:	
EmailAddress: *	Excise@ptghome.com
Mailing Address: *	123 Main Street
City: *	Sanford
State: *	FL
Zip: *	12345
Country:	USA
Security Question: *	What city were you born in?
Security Answer: *	Sanford
Correspondence:	☐ Send Email ☐ Send by Mail

Note: ** - Denotes a required field. You will not be able to proceed until these items are complete.*

7. Choose a security question from the drop down list. (This will allow a user to access their account should they forget their password.)



8. Enter Security Answer.

9. Click **Save Changes**.

Result: User will receive an email informing them that their profile has been updated.

10. User will then be directed to the Excise Taxpayer Account Home Screen.

Logging out of the Excise System

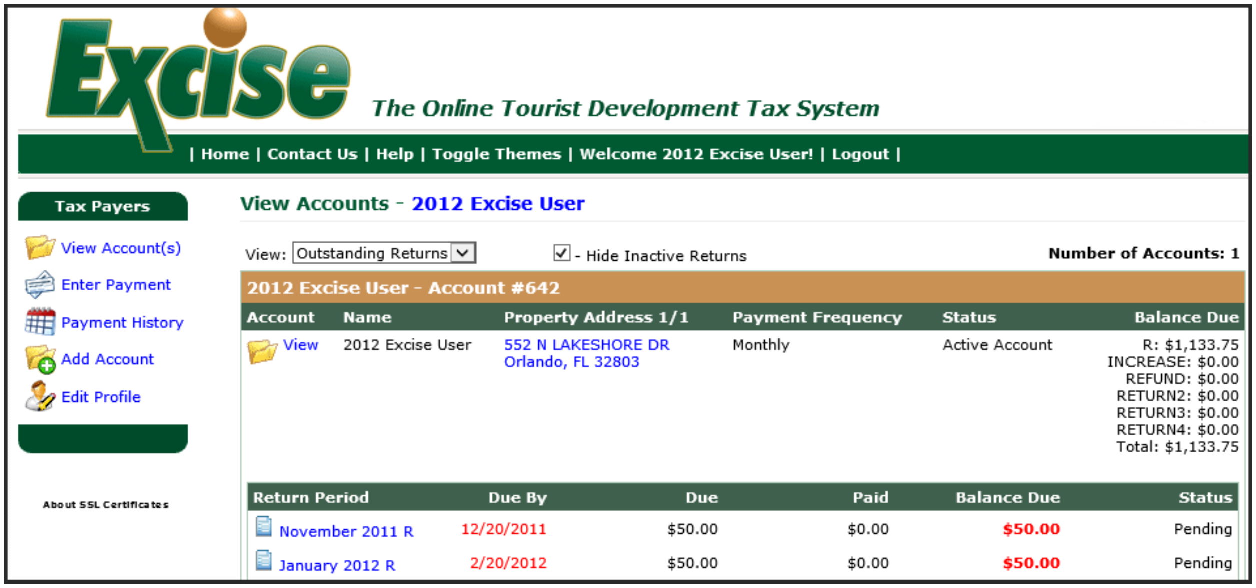
Follow the steps below to log out of the Excise system.

1. From the top menu bar, click **Logout**.

Result: User will be logged out of the Excise System and return to the Home screen.

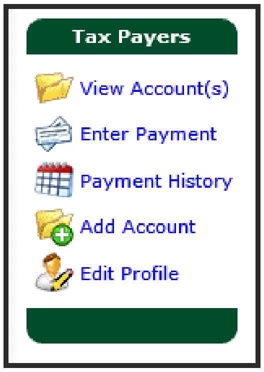
Navigating through the Taxpayer Home Screen

The following is a view of the Excise Taxpayer Home Screen. Explanations on specific items are described on the next few pages.



Menu Items

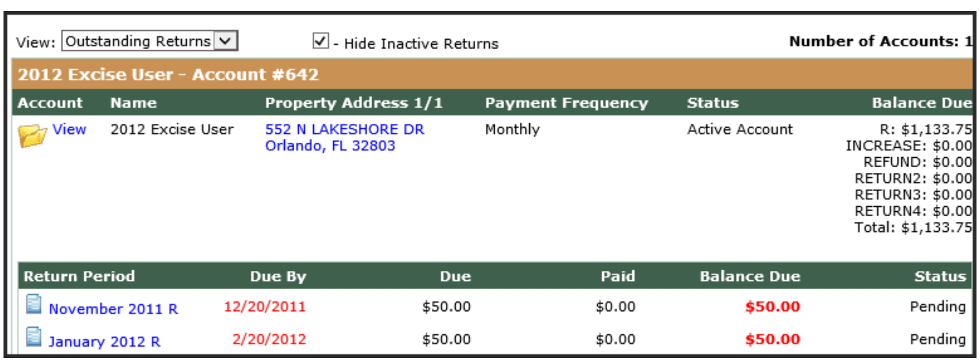
The Menu on the left of the screen allows you to perform the following functions:



- **View Account(s)** will bring a user back to the Home Page.
- **Enter Payment** will allow a user to go straight to the payment screen to pay any outstanding taxes on submitted returns.
- **Payment History** will allow a user to view prior payments made within the Excise System.
- **Add Account** will allow a user to add a new account. (Note: this option may not be available in all taxing districts.)
- **Edit Profile** allows a user to make changes to their contact and login information including changing their passwords.

Account Information at a Glance

The View Account Screen gives a brief overview of basic Account information.



1. From this screen, a user can view the Account Name, Account Number, Tax Type, the Status of the account, as well as any outstanding balances due and/or credits available.
2. The user can also view any outstanding returns due, as well as the next future return due.

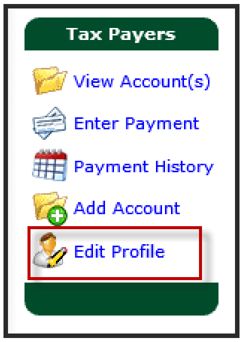
Viewing and Updating Account information

Taxpayers have the ability to view account information. The taxing authority will determine if taxpayers will be able to edit their account information or have read only access to the information. If they have read only access, they will need to contact the taxing authority to make changes to their account. Follow the instructions on the next few pages to view/edit account information.

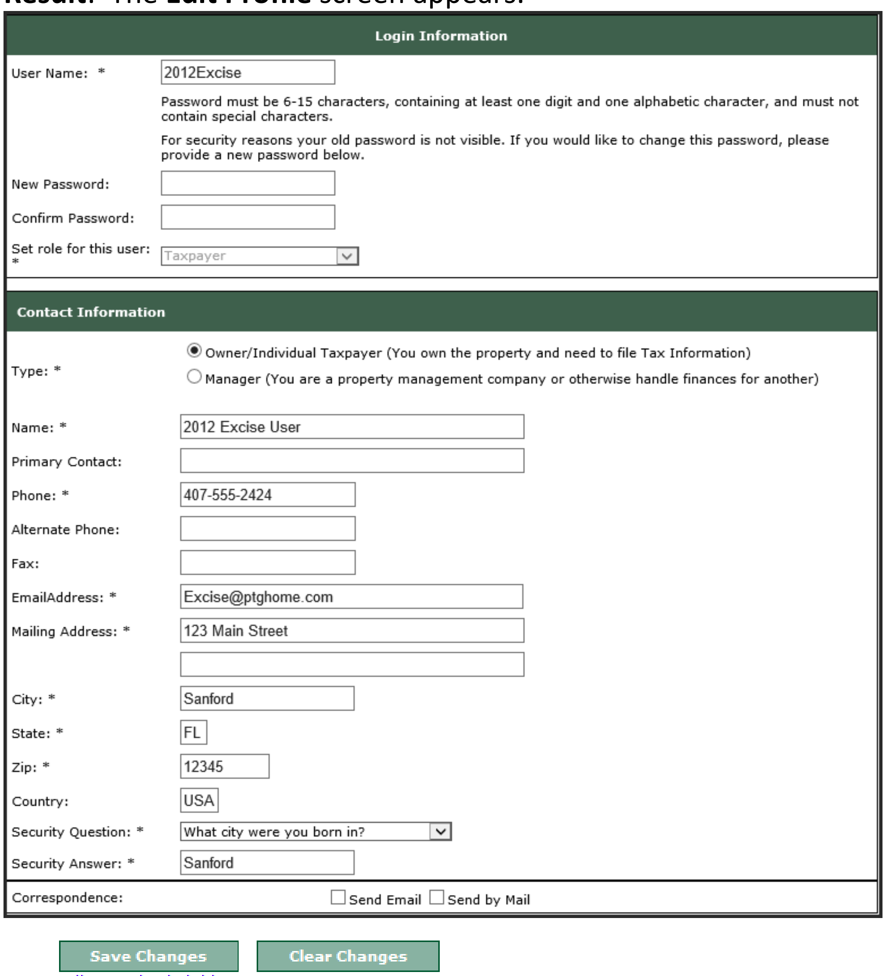
Viewing/Editing User Profile and Login Information

Follow the instructions below to view and edit user profile information.

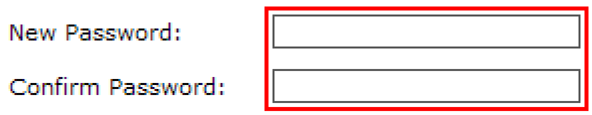
1. Select **Edit Profile** from the Menu.



Result: The **Edit Profile** screen appears.



2. To change your password, enter in a new password and re-enter the same password into the Confirm Password field.



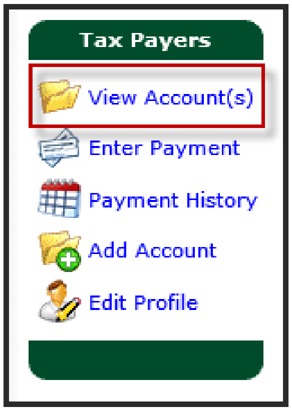
3. Continue making any necessary changes to the profile and click **Save Changes.**

Result: The following message will display at the top of the screen confirming changes:

Viewing/Editing Account Information

Taxpayers have the ability to view account information. If the Taxing Authority permits, they will also have the ability to update their account and property information. Follow the instructions below to view/edit account information.

4. Select **View Accounts** from the Menu.



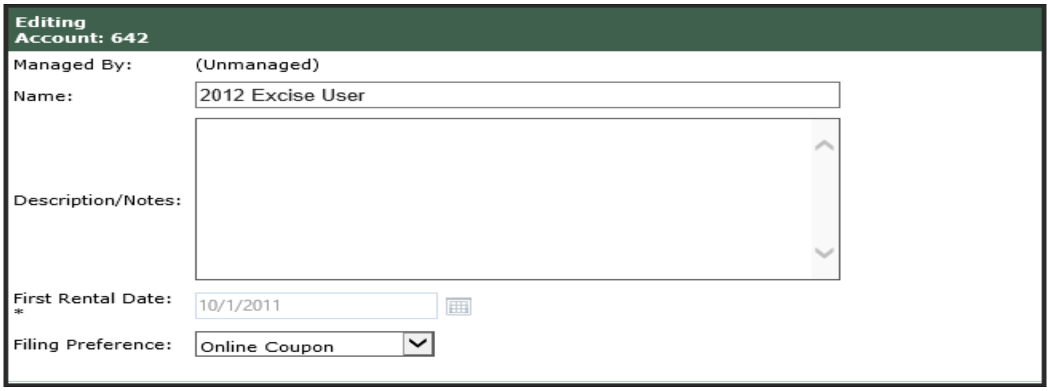
Result: The **View Account** screen appears.

2. Click on the file folder next to the Account you would like to view/edit.

2012 Excise User - Account #642					
Account	**Name**	**Property Address 1/1**	**Payment Frequency**	**Status**	**Balance Due**
View	2012 Excise User	552 N LAKESHORE DR Orlando, FL 32803	Monthly	Active Account	R: $1,133.75 INCREASE: $0.00 REFUND: $0.00 RETURN2: $0.00 RETURN3: $0.00 RETURN4: $0.00 Total: $1,133.75

General Account information

From the **Edit Account Screen**, a taxpayer can view/edit their account information.



1. **Managed Accounts:** Will display detail for number of accounts being managed. (If applicable.)

2. **Account Name:** Name of Account. *(i.e. Beachside Motel or XYZ Property Management.)*

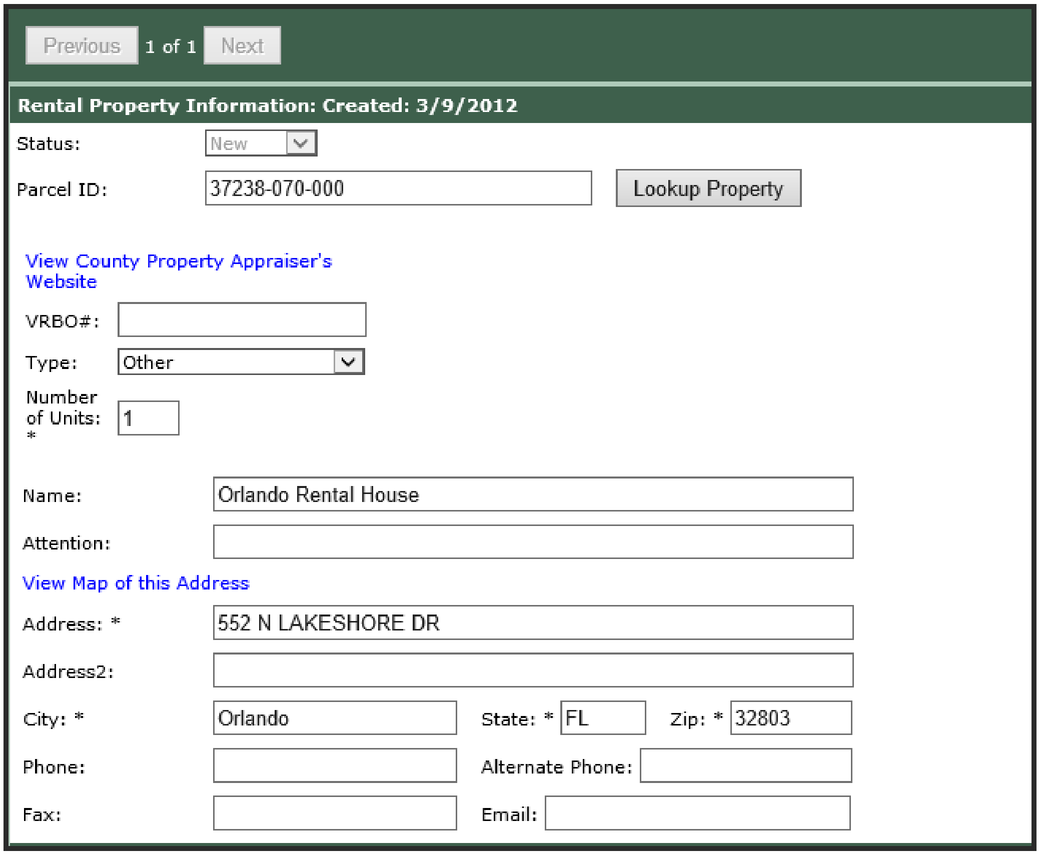
3. **Description/Notes:** Any notes or additional information about the account.

4. **First Rental Date:** Indicates first date that tourist taxes were collected for the account.

5. **Filing Preference:** The user has the ability to choose which preference they have on filing taxes.

Rental Property Information

The middle section allows you to view/edit individual property information.



1. **Status:** Status of rental property. *(i.e. New, Active or Inactive)*

2. **Parcel ID:** The rental property's parcel ID number at the Property Appraiser's Office.

Note: *For assistance in finding a Parcel ID (Property Appraiser folio number) click on the* ***County Property Appraiser's Website*** *link. User will be directed to the Taxing Authorities PAO search site.*

3. **VRBO#:** The Vacation Rentals by Owner are the unique identifier for an owner's vacation rentals

4. **Type:** Refers to the type of rental property.

Note*: The list of available property types may vary by Taxing Authority.*

5. **Number of Units:** Refers to the numeric number of units for the property.

6. **Name:** Name of Rental Property. *(i.e. Oceanside Condo-Unit 123)*

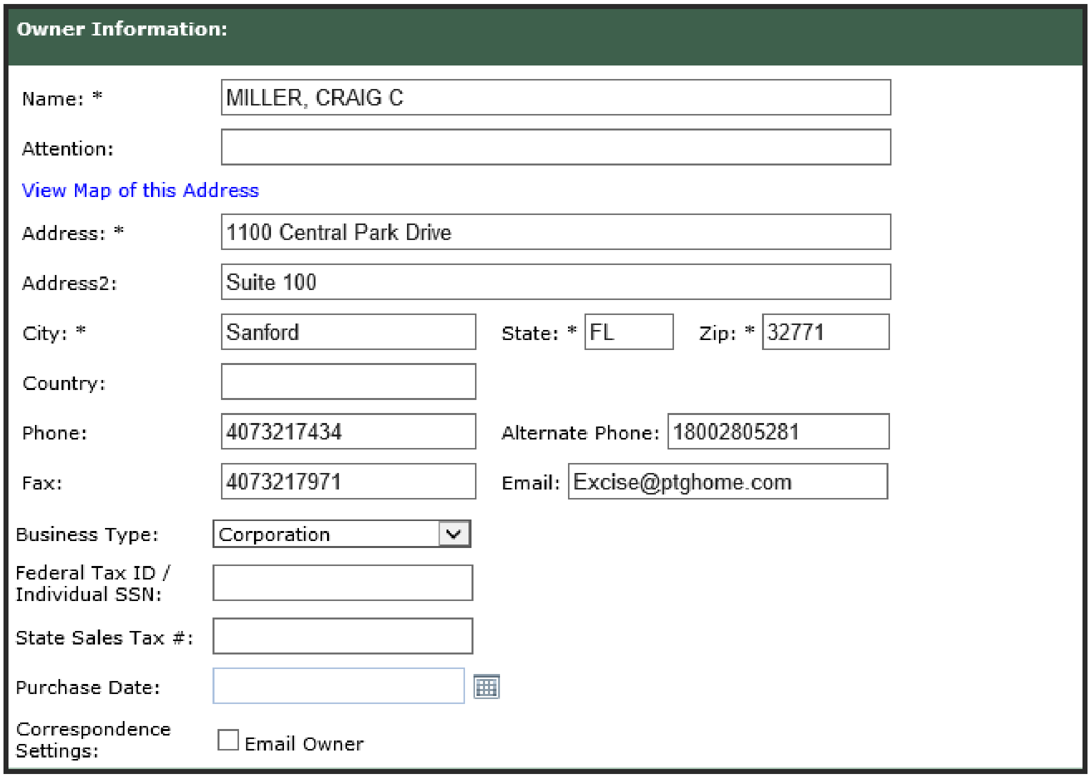
7. **Attention:** Property manager's name or the main point of contact.

Note: *You can view a Google® Map of this property if the address is complete by clicking on the* ***View Map of this Address*** *link.*

8. **Address:** Property street address.
9. **Address 2:** Additional property address info – Suite #, Unit #, building name, etc.
10. **City:** City where property is located.
11. **State:** State where property is located.
12. **Zip:** Zip code where property is located.
13. **Phone/Alternate Phone:** Property's phone number and alternate phone number, such as a cell phone number.
14. **Fax:** Property's fax number.
15. **Email:** Property's email address.

Owner Information

The bottom section allows a user to view/edit property owner information.

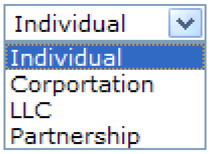


1. **Owner Name:** Property owner's name.
2. **Owner Attention:** Property owner's attention or alternate point of contact.

Note: *You can view a Google® Map of this property if the address is complete by clicking on the **View Map of this Address** link.*

3. **Address:** Property owner's address.
4. **Address 2:** Property owner's address info – Suite #, Unit #, building name, etc.
5. **City:** City where property is located.
6. **State:** State where property is located.
7. **Country:** Country where property is located.
8. **Zip:** Property owner's zip code.
9. **Phone/Alternate Phone:** Property owner's phone number and alternate phone number, such as a cell phone number.
10. **Fax:** Property owner's fax number.
11. **Email:** Property owner's email address.

12. **Business Type** refers to the owner type.



Note: The list of available business types may vary by Taxing Authority

13. **Federal Tax ID** or **Social Security Number** information for the property owner.

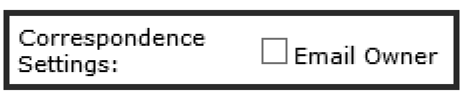
    Note: *Federal Tax ID and Social Security Numbers are stored on a secured server (https), and are encrypted upon being entered into Excise.*

14. **Sales Tax Number:** State Sales Tax Number that is registered to the property.

    Note: *Sales Tax Numbers are provided by the state Department of Revenue. If you have not yet registered with the Department of Revenue, you need to do so. In the case of a pending tax number please enter "pending" in this field.*

15. **Purchase Date:** The date that the rental property was purchased.

16. **Correspondence Settings:** The option to correspond to owner via e-mail



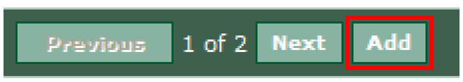
Adding an Additional Rental Property

A Taxing Authority can grant taxpayers the ability to add additional rental properties to their existing account. Please contact your taxing authority directly if you have questions regarding rights on adding new rental properties.

Note: *Taxpayers should use this feature only if they are still planning on submitting one return for multiple properties. These properties must also be within the same taxing district. If a user is planning to submit a separate return for the new property, please use the* ***Add Account*** *feature from the Taxpayer Menu. Please contact the taxing authority with further questions.*

Follow the steps below to add an additional rental property.

1. Click the **Add** button located above the rental property information section.



2. Complete the **Rental Property Information** and **Owner Information** sections.
3. Add additional properties as needed.
4. Click **Save Changes.**

Result: Changes to the account and property information will be saved and user will be returned to their home screen.

Deleting or Inactivating a Rental Property

User must contact their Taxing Authority directly to delete or inactivate a property on an account.

Adding a New Account

Taxpayers have the ability to add a new account to their login profile. By adding a new account they also become responsible for remitting a return and tax payment to the Taxing Authority each month. Once a new account is created, the Taxing Authority staff will review the information and contact them when the account becomes activated.

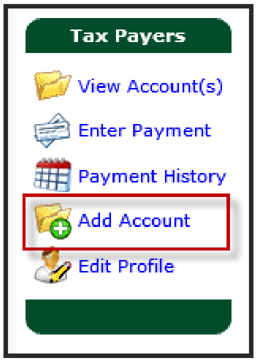
Note: *This option may not be available in all taxing districts.   Taxpayers may be required to contact the Taxing Authority directly to create a new account.*

Note: *Please be aware that by creating a new account, taxpayers will be required to submit a return for each account on a monthly basis. Failure to file these returns can result in penalties and interest accruing on the delinquent returns.*

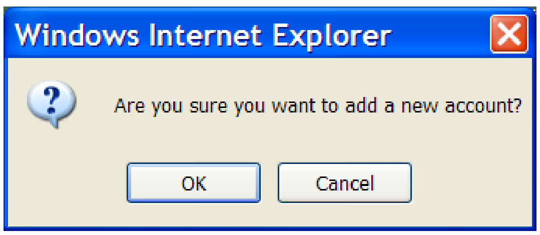
Adding an Account

Follow the instructions below to add a new account to a user profile.

1. Select **Add Account** from the Menu.

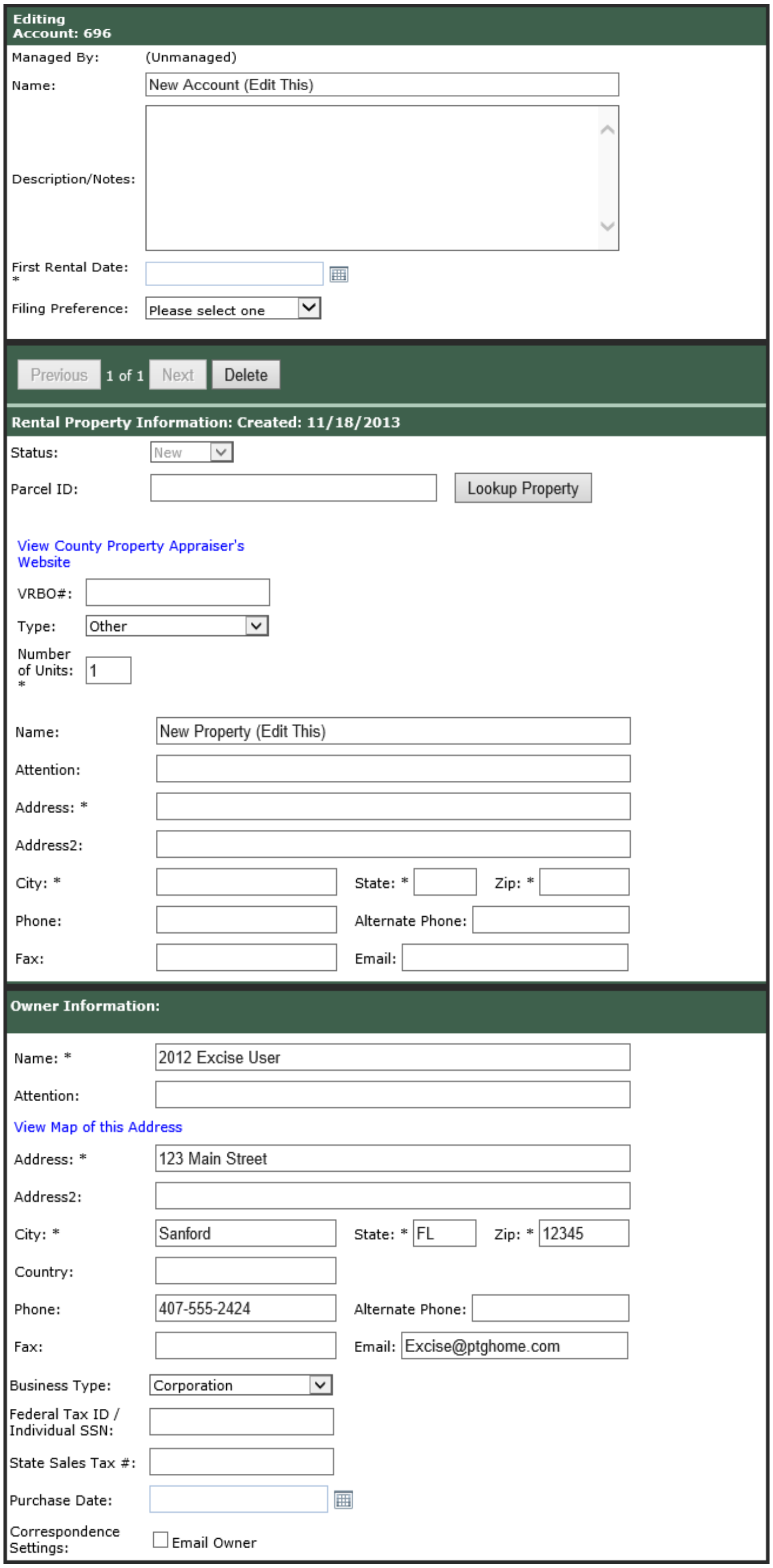


Result: The "**Are you sure you want to add a new account?"** warning appears.



2. Click **OK** to proceed with adding a new account.

Result: The **Edit Account** screen appears.



Main Account Information

1. **Managed Accounts:** If a user is managing multiple accounts, they can be configured by clicking on the **[See List]** link.

Note: *Refer to the Property Manager Taxpayer Guide for detailed instructions.*

2. **Account Name:** Enter the name of the account *(i.e. Beachside Motel or XYZ Property Management, etc.)*

3. **Description/Notes:** Enter any notes or additional information about the account.

4. **First Rental Date:** Enter the first date that tourist taxes were collected for the account.

Note: *This field can not be edited by a taxpayer after it has been initially designated.*

5. **Filing Preference:** Select the preference for filing taxes.

Rental Property Information

1. **Status:** Enter the status of rental property. *(i.e. New, Active or Inactive)*

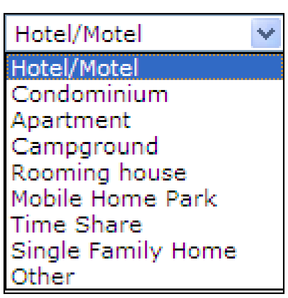
Note: *This field may not be editable by a taxpayer. Taxing authorities have the option to have all new properties default to a status of 'New' so that they can be reviewed before they are active within Excise.*

2. **Parcel ID:** Enter the rental property's parcel ID number at the Property Appraiser's Office.

Note: *For assistance in finding a Parcel ID (Property Appraiser folio number) click on the* ***County Property Appraiser's Website*** *link. User will be directed to the Taxing Authorities PAO search site.*

3. **VRBO #:** Vacation Rental by Owner # is the unique identifier for an owner's vacation rentals.

4. **Type:** Select the type of rental property.



Note*:* *The list of available property types may vary by Taxing Authority.*

5. **Number of Units:** Enter the number of units for the property.

6. **Name:** Enter the name of Rental Property. *(i.e. Oceanside Condo-Unit 123)*

7. **Attention:** Enter the property manager's name or the main point of contact.

Note: *You can view a Google® Map of this property if the address is complete by clicking on the **View Map of this Address** link.*

8. **Address:** Enter the property street address.

9. **Address 2:** Enter any additional property address info – Suite #, Unit #, building name, etc.

10. **City:** Enter the city where property is located.

11. **State:** Enter the state where property is located.

12. **Zip:** Enter the zip code where property is located.

13. **Phone/Alternate Phone:** Enter the property's phone number and alternate phone number, such as a cell phone number.

14. **Fax:** Enter the property's fax number.

15. **Email:** Enter the property's email address.

Owner Information

1. **Owner Name:** Enter the property owner's name.
2. **Owner Attention:** Enter the property owner's attention or alternate point of contact.

Note: *You can view a Google® Map of this property if the address is complete by clicking on the **View Map of this Address** link.*

3. **Address:** Enter the property owner's address.
4. **Address 2:** Enter the property owner's address info – Suite #, Unit #, building name, etc.
5. **City:** Enter the city where property is located.
6. **State:** Enter the property owner's state.
7. **Zip:** Enter the property owner's zip code.
8. **Country:** Enter the property owner's country.
9. **Phone/Alternate Phone:** Enter the property owner's phone number and alternate phone number, such as a cell phone number.
10. **Fax:** Enter the property owner's fax number.
11. **Email:** Enter the property owner's email address.
12. **Business Type:** Select the property owner's business type.

Individual

Individual
Corportation
LLC
Partnership

***Note**: The list of available business types may vary by Taxing Authority*

13. **Federal Tax ID** or **Social Security Number:** Enter the Federal Tax ID or Social Security information for the property owner.

***Note:** Federal Tax ID and Social Security Numbers are stored on a secured server (https), and are encrypted upon being entered into Excise.*

14. **Sales Tax Number:** State Sales Tax Number that is registered to the property.

***Note:** Sales Tax Numbers are provided by the state Department of Revenue. If you have not yet registered with the Department of Revenue, you need to do so. In the case of a pending tax number please enter "pending" in this field.*

15. **Purchase Date:** The date that the rental property was purchased.

16. Click on **Save Changes**.

Save Changes

Result: The new account is created and Excise will return to the **View Account Screen.**

Thank you for registering your account, please be advised that it will take 3-5 business days for this account to be activated before you can process a tax return. If you have any questions, please contact us.

***Note**: You will not be able to access returns until the Taxing Authority staff reviews your account information and activates the account (see status).*

Shore Properties, Inc - Account #695

Account	Name	Property Address 1/1	Payment Frequency	Status	Balance Due
View	Shore Properties, Inc	213 Main Street Sanford, FL 12345	Monthly	New Account	$0.00

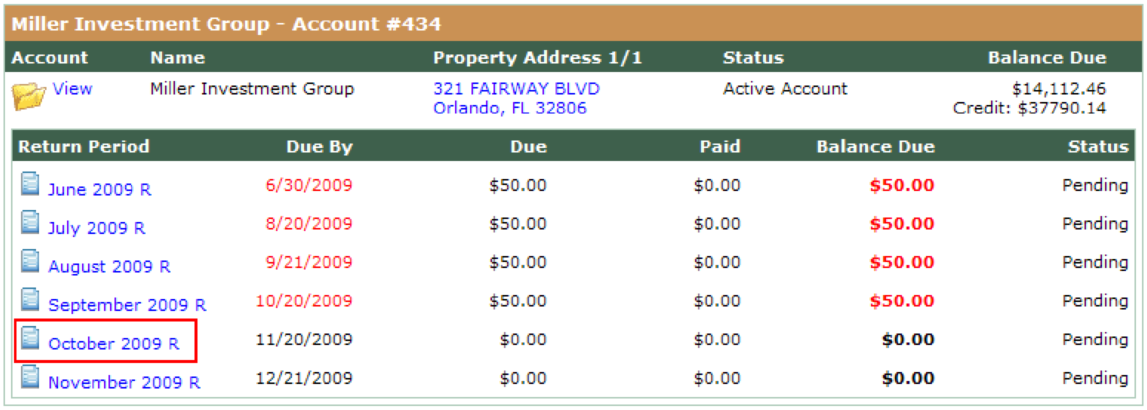
SUBMITTING TAX RETURNS AND PAYMENTS

Taxpayers have the ability to complete their tax return and submit it to the Taxing Authority using the Excise secure website. Most Taxing Authorities will also allow a taxpayer to remit payments online via an electronic payment through the secure website. The following few pages will walk a user through accessing and completing their tax return, as well as instructions on how to make a payment.

Completing a Tax Return

The Excise system allows a taxpayer access to their currently due and past due tax returns. Follow the steps below to complete a tax return.

1. From the **Account Summary Screen**, select a tax return.

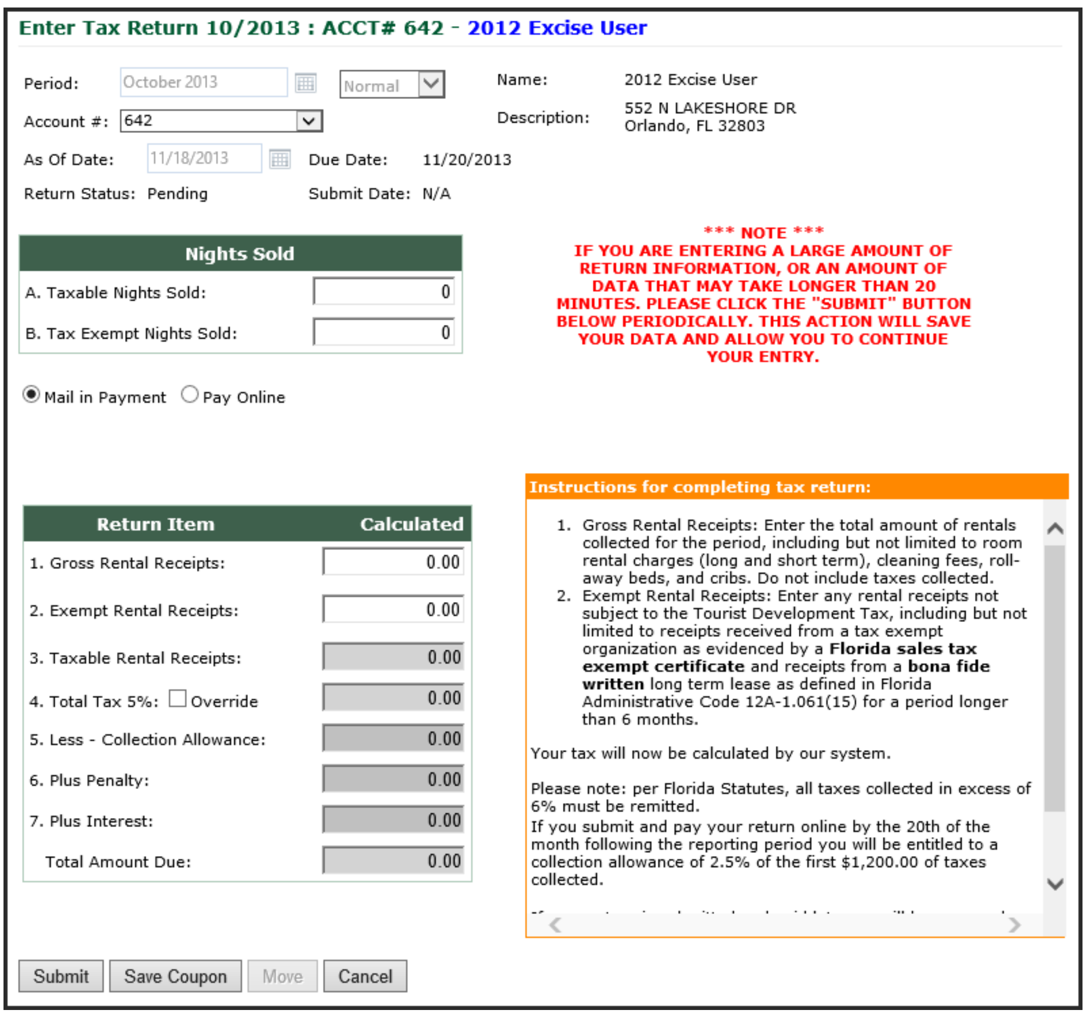


Miller Investment Group - Account #434

Account	Name	Property Address 1/1	Status	Balance Due
View	Miller Investment Group	321 FAIRWAY BLVD Orlando, FL 32806	Active Account	$14,112.46 Credit: $37790.14

Return Period	Due By	Due	Paid	Balance Due	Status
June 2009 R	6/30/2009	$50.00	$0.00	$50.00	Pending
July 2009 R	8/20/2009	$50.00	$0.00	$50.00	Pending
August 2009 R	9/21/2009	$50.00	$0.00	$50.00	Pending
September 2009 R	10/20/2009	$50.00	$0.00	$50.00	Pending
October 2009 R	11/20/2009	$0.00	$0.00	$0.00	Pending
November 2009 R	12/21/2009	$0.00	$0.00	$0.00	Pending

Result: The enter Tax Return window appears.



Enter Tax Return 10/2013 : ACCT# 642 - 2012 Excise User

Period: October 2013 Normal
Account #: 642
As Of Date: 11/18/2013 Due Date: 11/20/2013
Return Status: Pending Submit Date: N/A

Name: 2012 Excise User
Description: 552 N LAKESHORE DR Orlando, FL 32803

Nights Sold	
A. Taxable Nights Sold:	0
B. Tax Exempt Nights Sold:	0

*** NOTE ***
IF YOU ARE ENTERING A LARGE AMOUNT OF RETURN INFORMATION, OR AN AMOUNT OF DATA THAT MAY TAKE LONGER THAN 20 MINUTES. PLEASE CLICK THE "SUBMIT" BUTTON BELOW PERIODICALLY. THIS ACTION WILL SAVE YOUR DATA AND ALLOW YOU TO CONTINUE YOUR ENTRY.

Mail in Payment Pay Online

Return Item	Calculated
1. Gross Rental Receipts:	0.00
2. Exempt Rental Receipts:	0.00
3. Taxable Rental Receipts:	0.00
4. Total Tax 5%: Override	0.00
5. Less - Collection Allowance:	0.00
6. Plus Penalty:	0.00
7. Plus Interest:	0.00
Total Amount Due:	0.00

Instructions for completing tax return:

1. Gross Rental Receipts: Enter the total amount of rentals collected for the period, including but not limited to room rental charges (long and short term), cleaning fees, roll-away beds, and cribs. Do not include taxes collected.
2. Exempt Rental Receipts: Enter any rental receipts not subject to the Tourist Development Tax, including but not limited to receipts received from a tax exempt organization as evidenced by a **Florida sales tax exempt certificate** and receipts from a **bona fide written** long term lease as defined in Florida Administrative Code 12A-1.061(15) for a period longer than 6 months.

Your tax will now be calculated by our system.

Please note: per Florida Statutes, all taxes collected in excess of 6% must be remitted.
If you submit and pay your return online by the 20th of the month following the reporting period you will be entitled to a collection allowance of 2.5% of the first $1,200.00 of taxes collected.

Submit Save Coupon Move Cancel

2. Enter the **Gross Rental Receipts**.
3. Enter the **Exempt Rental Receipts**.

   Result: The Total Amount Due is calculated.

Note: *The calculation is based on the Return being filed and paid on the current date. If you do not submit full payment as of the current date, the total due may change depending on late penalty and interest. Please refer to the* ***Instructions for completing tax return on the return screen*** *for specific Taxing Authority information.*

4. Did you collect taxes in excess of the calculated amount?

   If **No**, proceed to #5.

   If **Yes**, Check the **Override** box in line 4 and enter in the exact amount you collected.

Note: *This will only allow you to enter an amount in excess of the calculated amount.*

5. Check over the return for the correct period, account # and amounts. Should a taxpayer have questions regarding their calculations, please contact the Taxing Authority.

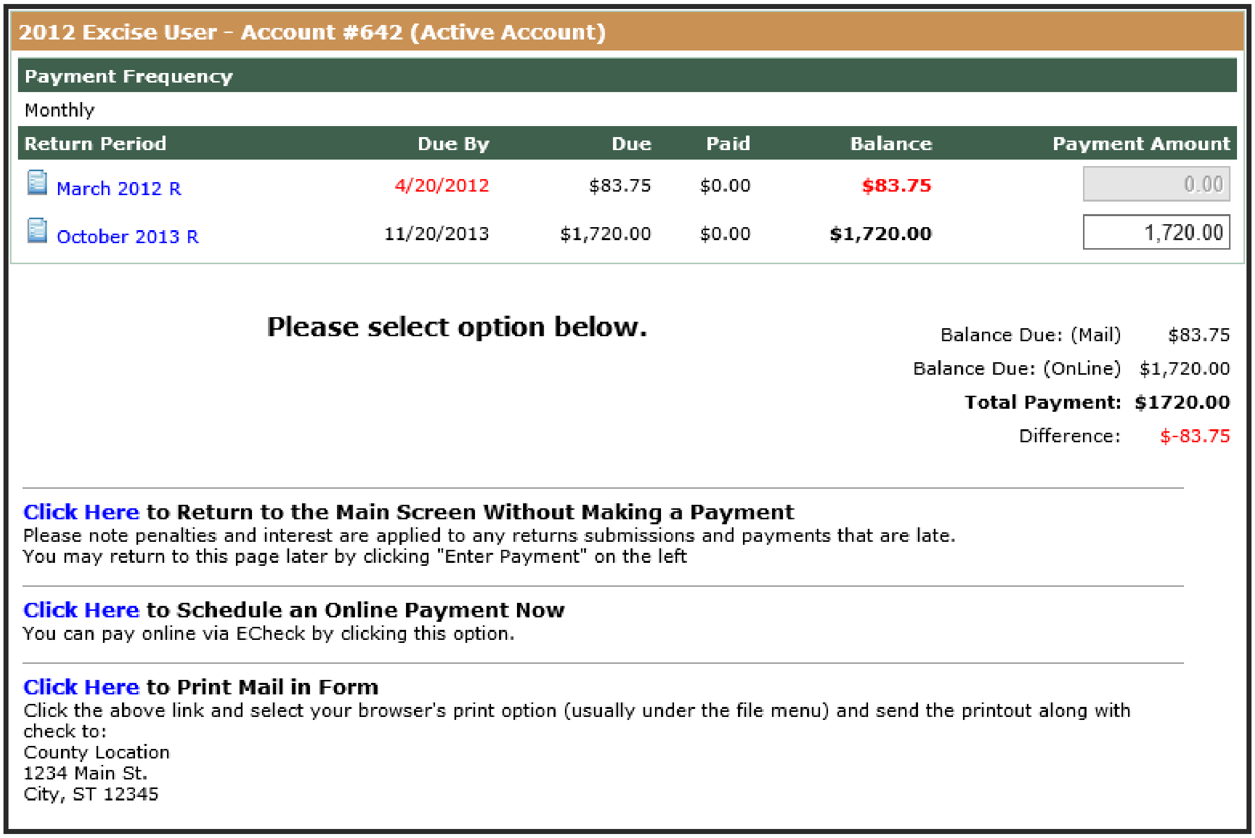
Return Item	Calculated
1. Gross Rental Receipts:	50,000.00
2. Exempt Rental Receipts:	0.00
3. Taxable Rental Receipts:	50,000.00
4. Total Tax 6%: ☐ Override	3,000.00
5. Less - Collection Allowance:	30.00
6. Plus Penalty:	0.00
7. Plus Interest:	0.00
Total Amount Due:	2,970.00

6. Click the **Submit** button.

Result: The payment screen appears.

7. All outstanding balances will appear. If a taxpayer has items which they do not wish to pay at this time, they may skip over those returns and only enter in payment amounts for the selected return(s) that they wish to submit payment(s) on.

***Note**: If the Taxing Authority requires taxpayers to pay all outstanding amounts owed on their account(s) this option will be disabled.*



2012 Excise User - Account #642 (Active Account)

Payment Frequency

Monthly

Return Period	Due By	Due	Paid	Balance	Payment Amount
March 2012 R	4/20/2012	$83.75	$0.00	**$83.75**	0.00
October 2013 R	11/20/2013	$1,720.00	$0.00	**$1,720.00**	1,720.00

Please select option below.

Balance Due: (Mail)	$83.75
Balance Due: (OnLine)	$1,720.00
Total Payment:	**$1720.00**
Difference:	$-83.75

Click Here to Return to the Main Screen Without Making a Payment
Please note penalties and interest are applied to any returns submissions and payments that are late.
You may return to this page later by clicking "Enter Payment" on the left

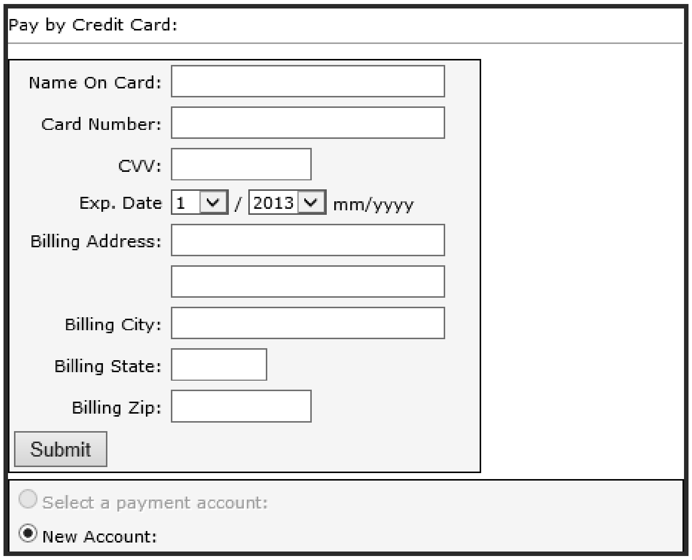
Click Here to Schedule an Online Payment Now
You can pay online via ECheck by clicking this option.

Click Here to Print Mail in Form
Click the above link and select your browser's print option (usually under the file menu) and send the printout along with check to:
County Location
1234 Main St.
City, ST 12345

***Note**: Payment methods may vary by Taxing Authority.*

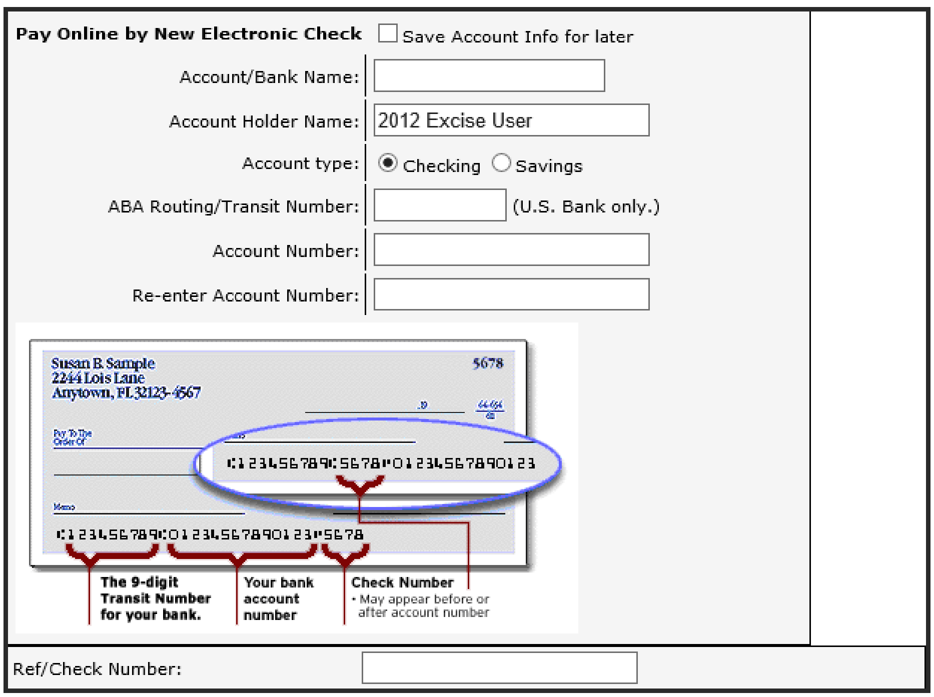
8. Click on the **Click Here to Schedule an Online Payment now** to process your payment immediately.

Result: The **Pay by Credit Card** and **Pay Online by Electronic Check** appears.


Pay by Credit Card:

Name On Card:
Card Number:
CVV:
Exp. Date 1 / 2013 mm/yyyy
Billing Address:
Billing City:
Billing State:
Billing Zip:
Submit

Select a payment account:
New Account:


Pay Online by New Electronic Check Save Account Info for later

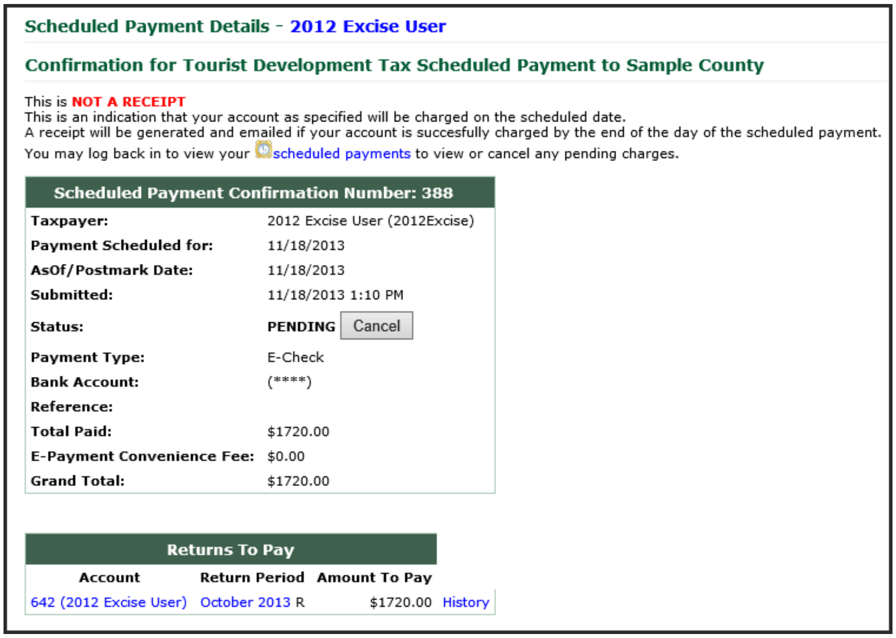
Account/Bank Name:
Account Holder Name: 2012 Excise User
Account type: Checking Savings
ABA Routing/Transit Number: (U.S. Bank only.)
Account Number:
Re-enter Account Number:

Ref/Check Number:

Select an existing stored payment account from the drop down menu or enter a new account using the **Pay by Credit Card** or **Pay Online by New Check** options. After the desired account is designated, enter the payment amount and reference/check number (if selected to pay via check).

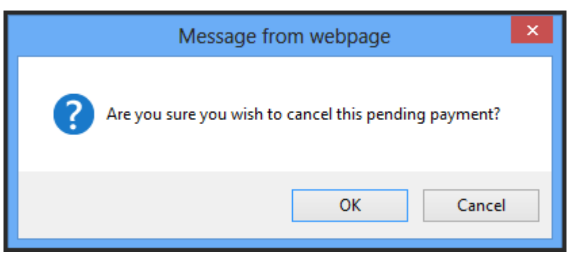
Note: *A taxpayer may also opt to enter another account to process their Echeck payment from. Remember to click on the 'Save Account Info for later' box if you wish to retain the newly entered account information for later usage. A taxpayer can also edit this information at any time on their Edit Profile Screen using the link at the top of the screen.*

Result: You will receive a payment confirmation email as well as be taken to a payment confirmation screen.



The tax payer now has the option to cancel their selected payment before it has been processed on the scheduled payment date.

The user will be prompted with the message **"Are you sure you wish to cancel this pending payment?"**



Selecting "**OK**" will cancel the payment that was previously scheduled to process. Selecting "**Cancel**" will continue to process the payment on the scheduled date.

Payment Receipt

Receipt for Tourist Development Tax Payment to Sample County

Receipt #2371	
Taxpayer:	
Receipt Date:	11/17/2009 4:11 PM
AsOf/Postmark Date:	11/17/2009
Accounting Date:	10/14/2009
Payment Type:	E-Check
Account:	Excise Bank Account (****1112)
Reference:	Ck # 12345
Total Paid:	$2,970.00
E-Payment Convenience Fee:	$0.00
Grand Total:	$2,970.00

Returns Paid

Account	Return Period	Amount Paid	History
434 (Miller Investment Group)	October 2009 R	$2,970.00	

Print this page

Once the payment has process and the receipt has been created, the user may print the receipt. To print the receipt, click on the **Print this page** icon at the bottom of the receipt.

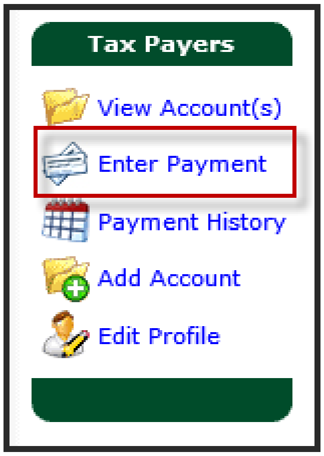
9. Click **Pay Later** to save your return information and return to the Account Summary Screen. This allows a taxpayer to return later to pay. (This option can be used if a taxpayer wants to complete more returns and then pay them all at once.)
10. Click **Print Mail in Form** to print a copy of the return(s) to mail into the Taxing Authority with payment.

Result: The return(s) and any specific mail in instructions will pop up in printable form.

Entering a Payment

Taxpayers are directed to the Payment Screen at the time of submitting a return. However, a user can also go directly to the Payment Screen to pay outstanding returns by completing the following the steps below.

1. From the menu, select **Enter Payment**.



Result: The Enter Payment Screen appears with any outstanding balances that are due on the account.

Follow steps 7-10 on pages 30 & 31 to complete a payment.

Applying a Credit Payment

Taxpayers are directed to the Payment Screen at the time of submitting a return. However, a user can also go directly to the Payment Screen to pay outstanding returns with credits on their accounts by completing the following the steps below.

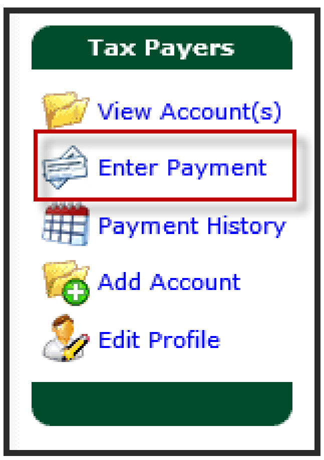
Note: *In order to apply a credit, please ensure that a credit exists on the account by referring to the View Account Screen.*

Property Management - Account #480

Account	Name	Property Address 1/2	Status	Balance Due
View	Property Management	123 Main Street Orlando, FL 12345-6789	Active Account	AU: $14,243.04 REFUND: $50.00 R: $17,718.66 Total: $32,011.70 Credit: $10759.36

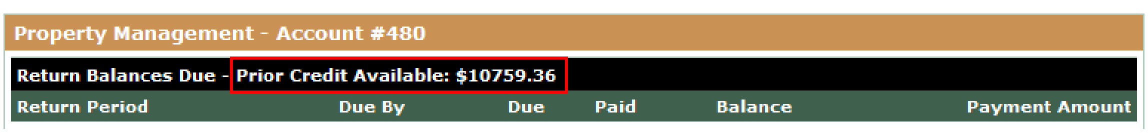
Return Period	Due By	Due	Paid	Balance Due	Status
January 2004 AU	2/20/2004	$507.42	$0.00	$507.42	Submitted
March 2004 AU	4/20/2004	$50.00	$0.00	$50.00	Pending
August 2004 REFUND	9/20/2004	$50.00	$0.00	$50.00	Pending

1. From the menu, select **Enter Payment**.



Result: The Enter Payment Screen appears with any outstanding balances that are due on the account.

Note: *There will be a blank indicator bar which will indicate the amount of available credit.*

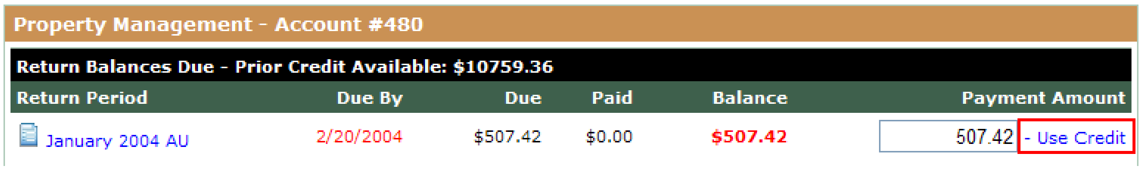


Property Management - Account #480

Return Balances Due - Prior Credit Available: $10759.36

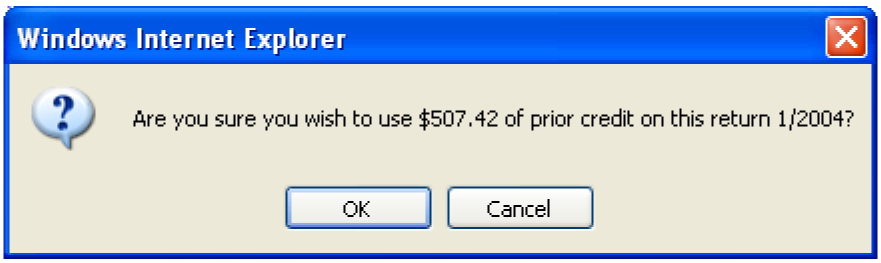
Return Period	Due By	Due	Paid	Balance	Payment Amount

2. On the Enter Payment Screen, click on the blue **Use Credit** link next to the payment amount box.



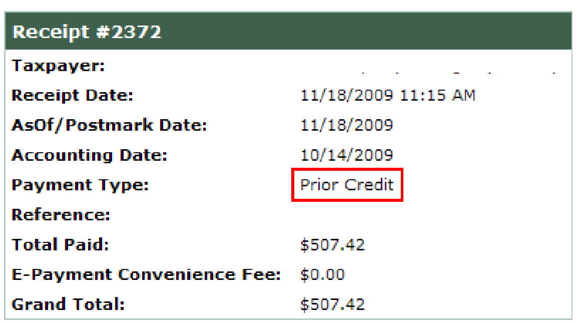
Property Management - Account #480					
Return Balances Due - Prior Credit Available: $10759.36					
Return Period	Due By	Due	Paid	Balance	Payment Amount
January 2004 AU	2/20/2004	$507.42	$0.00	$507.42	507.42 - Use Credit

Result: Excise will prompt to confirm application of the credit.

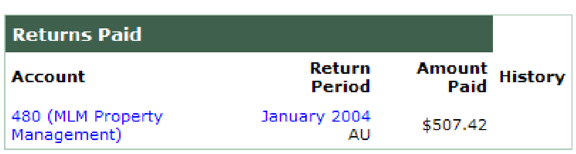


3. Click on **OK** to apply the credit against the return, or click on cancel to return to the Enter Payment Screen.

4. After clicking OK, Excise will display a receipt confirming that the credit was applied against the return.



Receipt #2372	
Taxpayer:	
Receipt Date:	11/18/2009 11:15 AM
AsOf/Postmark Date:	11/18/2009
Accounting Date:	10/14/2009
Payment Type:	Prior Credit
Reference:	
Total Paid:	$507.42
E-Payment Convenience Fee:	$0.00
Grand Total:	$507.42



Returns Paid			
Account	Return Period	Amount Paid	History
480 (MLM Property Management)	January 2004 AU	$507.42	

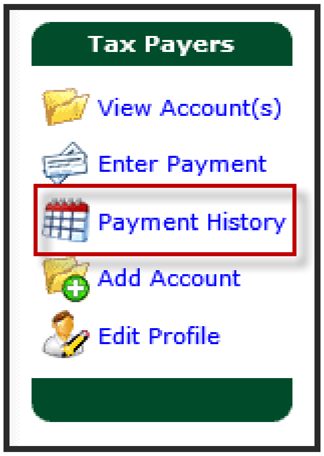
Print this page

Note: To print the receipt, click on the **Print this page** icon at the bottom of the receipt.

Viewing Payment History

You have the ability to view payment history. Follow the steps below to view your payment history.

1. From the menu, select **Payment History**.



Result: The payment history screen appears.

Payment History

View Payments For: 2009

Receipt #	Amount	Date	Status	Pay Type	Ref #	Image?
2371	$2,970.00	10/14/2009	OK	ECHECK	Ck # 12345	N/A

Return Allocation	Account	Amount	Interest	Penalty	Tax	Fees
October 2009 R	434	$2,970.00	$0.00	$0.00	$2,970.00	$0.00

Receipt #	Amount	Date	Status	Pay Type	Ref #	Image?
2370	$50.00	10/14/2009	OK	ECHECK	Ck # 12345	N/A

Return Allocation	Account	Amount	Interest	Penalty	Tax	Fees
February 2008 R	434	$50.00	$0.00	$50.00	$0.00	$0.00