

# Online Payment Tutorial for Permit Holder's Reporting 3<sup>rd</sup> Party Lodging Revenue How to File my Tax Return

To pay your taxes online, go to our website at [Comal W.O.R.D. \(wordcc.com\)](http://Comal W.O.R.D. (wordcc.com)). Enter your email address and password.



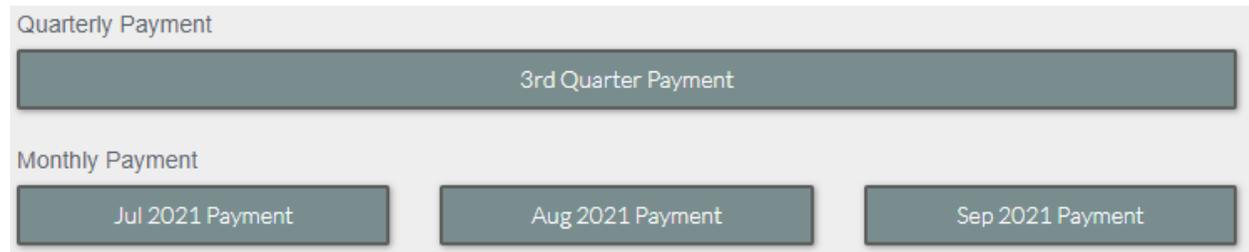
The screenshot shows the login interface for the WORD of Comal County website. At the top left is the WORD logo, which includes the text 'WORD' and 'Water • Land • Recreation • Conservation • of Central County'. To the right of the logo, the text 'WORD of Comal County' is displayed in green, with 'Account - Login' below it. Below the header are two input fields: 'Email Address' and 'Password'. Under the 'Email Address' field, there are links for 'Register | Forgot Password'. To the right of these links is a checkbox labeled 'Remember Me?' which is checked. At the bottom right of the form is a green 'Login' button.

Once you have logged in, click on the Orange Button “\$ MAKE A PAYMENT” at the top left corner.



## STEP 1: TAX PERIOD

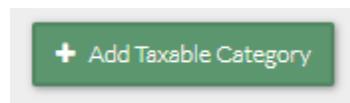
Click on the tab under Quarterly Payment “3<sup>rd</sup> Quarter Payment”, if you are paying quarterly or select the Month you are remitting if you are paying monthly.



The screenshot shows a user interface for selecting a tax period. At the top, under the heading "Quarterly Payment", there is a single button labeled "3rd Quarter Payment". Below this, under the heading "Monthly Payment", there are three buttons labeled "Jul 2021 Payment", "Aug 2021 Payment", and "Sep 2021 Payment".

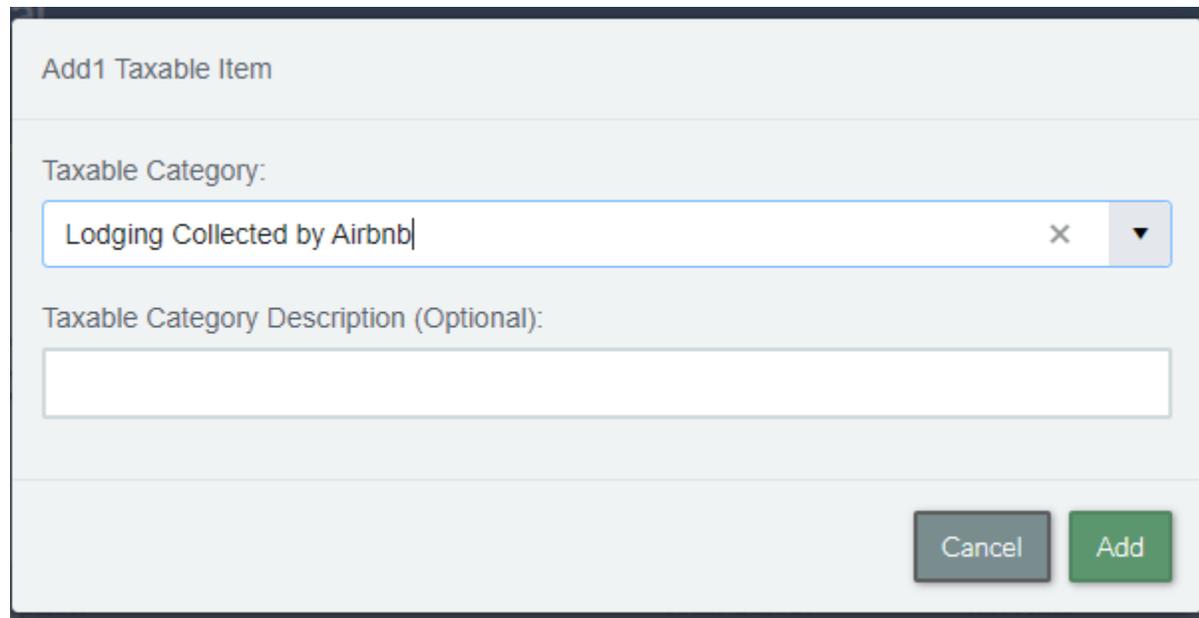
## STEP 2: TAXABLE ITEMS

If you do not have a Taxable Category listed, then you will click on the Green Box “+Add Taxable Category.”



A green rectangular button with a white plus sign icon and the text "+ Add Taxable Category".

Select the Taxable Category from the dropdown box, you are reporting revenue for and click Add.



The screenshot shows a dialog box titled "Add1 Taxable Item". It contains a "Taxable Category:" label followed by a dropdown menu with the text "Lodging Collected by Airbnb" and a small 'x' icon on the right. Below this is a "Taxable Category Description (Optional):" label followed by an empty text input field. At the bottom right of the dialog, there are two buttons: "Cancel" and "Add".

If you have multiple Taxable Categories you are reporting for, then repeat the steps listed above.

Enter the Gross Booking Total under the Total Sales for the Taxable Category and then tab over. There will be a \$0.00 under the Tax Due since these taxes have already been remitted on your behalf.

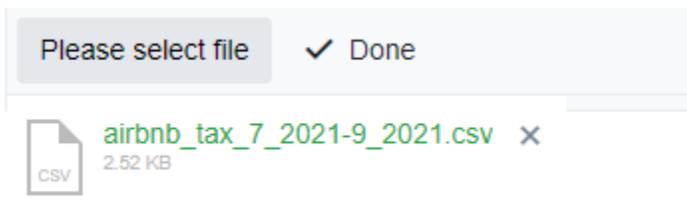
#	Item	Description	Total Sales:	Tax Rate	Tax Due:	
1	Lodging Collected by Airbnb		\$ 500.00		\$ 0.00	
2	Lodging Collected by Homeaway Family		\$ 600.00		\$ 0.00	

A message will appear that states “This Taxable category requires additional documentation”. Click on the “Please select file” and upload the Transaction Summary that pertains to that specific Taxable Category.

This Taxable category requires additional documentation

Please select file

Once you have attached the file, then it will read as follows:



If you fail to attach any documents, you will receive a Message at the bottom of the page that reads **You must attach files to taxable categories**.

Click on “Claim \$0.00 Taxes” at the bottom of the page.

Claim \$0.00 Taxes >

### STEP 3: REVIEW & PAY

W.O.R.D. of Comal County Tax Return Payment for 2021, 3rd Quarter

**Business Name:** Test Business 2 **Permit Number:** L2342

#	Item	Description	Total Sales:		Tax Rate		Tax Due:
1	Lodging Collected by Airbnb		\$ 500.00	x		=	\$ 0.00
2	Lodging Collected by Homeaway Family		\$ 600.00	x		=	\$ 0.00

Credit Card / E-Check Pay by Mail

Payment Breakdown	
Tax Due	\$ 0.00
Late Penalty (5%)	\$ 0.00
Late Filing Fee	\$ 0.00
Processing Fees	TBD
<b>Total Due</b>	<b>\$ 0.00</b>

Click on the gray box “Click to Agree” at the bottom right side of the page.

As the TAXPAYER OR DULY AUTHORIZED AGENT, by checking this box, I declare that the information submitted electronically is true and correct to the best of my knowledge and belief.

Click to Agree

Once you have checked this Box, then it will change to read as follows:

As the TAXPAYER OR DULY AUTHORIZED AGENT, by checking this box, I declare that the information submitted electronically is true and correct to the best of my knowledge and belief.

Agreed

Click on the “Submit” Button.

Submit

You then will receive a message saying that your Tax Return and payment is complete.

