

PAYING YOUR SHORT-TERM RENTAL TAX

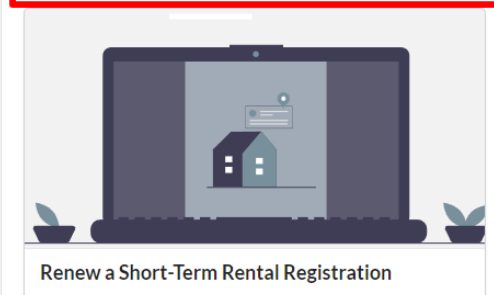
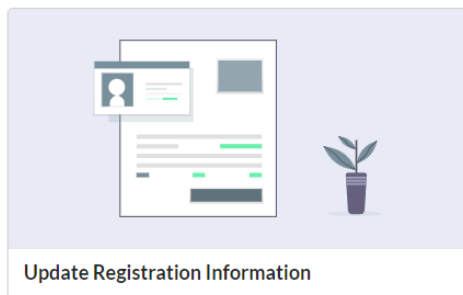
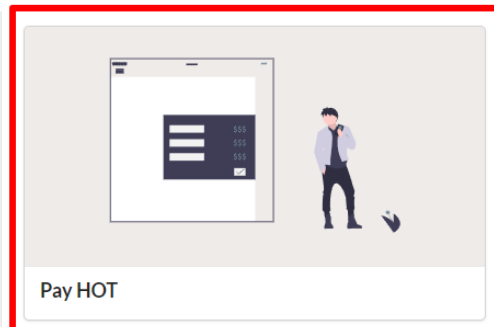
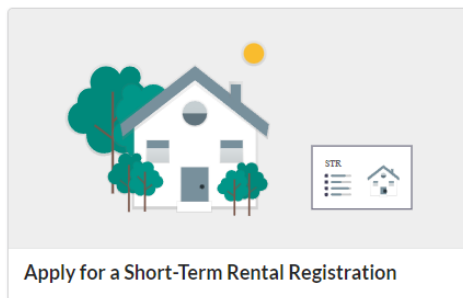
The Galveston Park Board levies taxes on the operations of short-term rental properties within its bounds. To make it as easy as possible for you to remit your tax accurately, we have created this step-by-step guide to paying your short-term rental tax. If you have any additional questions not answered by this guide, please contact [Strr@galvestonparkboard.org].

Accessing the Payment Portal

Your short-term rental tax information must be entered through the website provided by the Galveston Park Board. You can find the website at the address https://str.deckard.com/tx-galveston-city_of_galveston-str.

Once the page has loaded, click the “Pay HOT” option, as highlighted in red below.

Welcome!



Finding Your Short-Term Rental Property

Enter your email

In order to find the information for your short-term rental property, you must enter the email address you used to register your property into the box provided and click “Search”. If you have entered your email correctly, all registered properties should appear below the box. To select the property for which you intend to pay taxes, click the circle beside the relevant address. Your page should look something like this:

Let's get started by entering the email associated with your Short-term Rental Permit:

✓ We found the following result(s). Please select one:

- EXAMPLE-0004**
John Smith
0000 EXAMPLE ST, PALM DESERT, CA, 92260
eg*****.com

Email Address

- Report Revenue
- Confirm and Sign
- Payment



If, upon clicking “Search”, the address for which you wish to pay taxes does not show up, double-check that you have spelled your email correctly. If you are sure you have spelled your email correctly, double-check that this is the correct email – you need the one you used initially to register your property. If your property is still not listed, contact [Strr@galvestonparkboard.org or 409-797-5000].

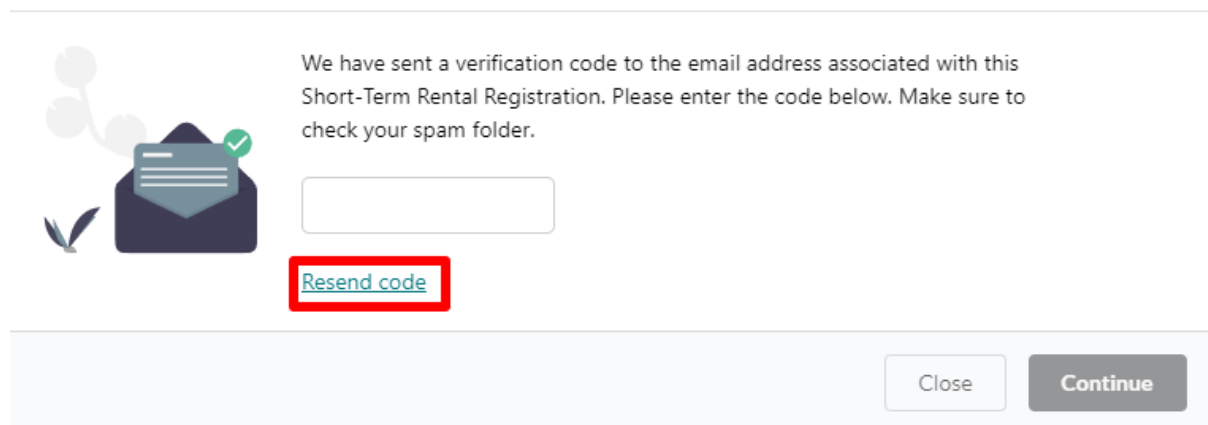
Confirming your identity

When you have entered your email and selected the appropriate property, clicking “Continue” will prompt you to verify your identity. You will have been sent an email containing a six character code, which you will need to enter into the box to continue.

This code is sent to the email associated with your property, which should be the same one you entered in the previous step. If an email containing the code does not appear in your email inbox within five minutes, please try the following:

- Verify you are checking the correct email address,
- Check your junk/spam folder,
- Refresh the page,
- Click the “Resend code” link on the verification prompt, highlighted below, and then check your email again.

Verification



The screenshot shows a verification prompt with an envelope icon on the left. The text reads: "We have sent a verification code to the email address associated with this Short-Term Rental Registration. Please enter the code below. Make sure to check your spam folder." Below the text is a text input field. A red box highlights a "Resend code" link below the input field. At the bottom right, there are two buttons: "Close" and "Continue".

If, after attempting all these steps, you are still not receiving an email, please contact us at [help contact details].

After you have located your six-character verification code, make sure to enter it into the box exactly as it appears in the email, as it is case-sensitive. If you enter your code and are not able to continue, please try the following:

- Verify that you have typed in your code exactly right, including appropriate capitalization and length.
- Make sure you did not take too long to type your code; for your safety, your code will expire after a short while and you will have to send yourself a new one, either using the “Resend Code” button, or by reopening the verification prompt.

If you are still unable to proceed with your code, contact us at [Strr@galvestonparkboard.org or 409-797-5000].

Enter Your Taxable Receipts

Determining your taxable receipts

After you have verified your identity, you will be taken to the page on which you can enter your taxable receipts. On this page there is an extensive list of what does and does not constitute taxable income; read it carefully before you continue. In particular, keep in mind:

- Local Hotel Occupancy Tax (HOT) must be collected from guests who rent a room, dwelling unit, or accessory building fit for human habitation for any period less than thirty (30) consecutive days. The tax applies to hotels, motels, bed-and-breakfasts, condominiums, apartments and single-family homes and rooms.
- You are reporting your total revenue, not your profit – make sure not to deduct the cost of any expenditures, e.g. cleaning costs.
- The park board collects tax information on all providers, so even if your provider (e.g. Airbnb) is remitting your HOT, you are still asked to report revenue.

Entering your taxable receipts

The form you need to use to enter your taxable receipts automatically presents you with the latest taxable period ready to be filled out. If you need to report for additional months, please consult the section titled “Adding Back Taxes” later in this guide.

Entries are separated by providers, as some providers will remit certain taxes to the park board on your behalf. This means that when you are entering your taxable receipts you will need to know through which providers your property was rented and what revenue came from each provider. For instance, if one property was rented for three days through Airbnb and for two days through a different platform (not VRBO), you would need to report the Airbnb revenue in the section labelled “Where Airbnb or VRBO remit tax on my behalf”, and the other provider revenue in the row labelled “Other Platforms”, as pictured below.

June 2023	
Listing Platform	Where Airbnb or VRBO remit tax on my behalf
Total Revenue for Room Rentals and maintenance fees.	\$ 1000
Allowable Deductions: Texas Tax-Exempt Entity Search	\$ 100
<i>NOTE: Exemption Certificates must be kept on file and available upon request.</i>	
Taxable Receipts June 2023	\$ 900.00
Listing Platform	Other Platforms
Total Revenue for Room Rentals and maintenance fees.	\$ 660
Allowable Deductions: Texas Tax-Exempt Entity Search	\$ 0
<i>NOTE: Exemption Certificates must be kept on file and available upon request.</i>	
Taxable Receipts June 2023	\$ 660.00

Once you have entered your details, the website will automatically tally up how much of your income is taxable.

Adding Back Taxes

To report additional taxable months, there is an “Add Additional Quarters” or “Add Additional Months” button located below the form for the current taxable period, highlighted below.

Listing Platform	Other Platforms
Total Revenue for Room Rentals and maintenance fees.	\$ 1000
Allowable Deductions: Texas Tax-Exempt Entity Search	\$ 0
<i>NOTE: Exemption Certificates must be kept on file and available upon request.</i>	
Taxable Receipts April 2023	\$ 1000.00
Total Taxable Receipts	\$2,560
+ Add additional quarters	

Clicking this button will open a window where you can select additional months to report. Click on the year of your intended reporting period, and then click the checkbox next to the appropriate month. For instance, selecting Q4 - Oct to Dec 2022 would look like this:

Report Additional TOT

Select the periods you want to report TOT, including reporting \$0.00 receipts for that period.

2023 2022 2021 2020

Jan-Mar 2022
 Apr-Jun 2022
 Jul-Sep 2022
 Oct-Dec 2022

Close

Then, simply click “Close” and your intended reporting period will be added to the form. From there, proceed as you would when you are reporting your current taxable receipts.

After you have added all your details to the form, you can move on to the next step by clicking “Continue” at the bottom of the form.

Confirmation and Payment

Confirmation

You will now be presented with a statement of the taxes you owe. Please look over this statement carefully to make sure your eligible taxable receipts have been entered correctly.

Once you are sure that your details are correct, select a legal title from the drop-down options for “Legal Title of Authorized Signatory”, type your full name in the box titled “Legal Name of Authorised Signatory”, and click the check box beneath it to certify the information provided on this tax return is true and correct and you will maintain all records for a minimum of four (4) calendar years. Your signature will be automatically dated by the website.

Once you have completed all these steps, click “Continue” to move on to payment.

Payment

There are currently three payment methods available for you to choose from; you may either pay directly from your bank account, via a credit or debit card, or pay by check. The methods bank account, credit card and debit card incur a minor processing fee, which you can see in your invoiced total on the left-hand side of the screen.

Via your bank account

To pay directly via your bank account, select the button labeled “Bank Account”. Your relevant details should be filled out automatically. If these details are incorrect, you can change them now.

Once you are satisfied your details are correct, click the payment button below the form. This button will open a new window where you can connect the appropriate account. If you are comfortable with continuing on to pay directly via your bank account, click “Agree”, and you will then be able to select your bank from the list presented. Click the appropriate bank, then click the account you wish to pay with from the list, and then click “Link Account”.

If your account is not listed, make sure you have entered your details correctly, including selecting the correct institution. If your details are correct and your account is still not visible, contact your bank.

Once you have successfully linked your account, click “Done” to return to the Payment page. From there, you can click the payment button at the bottom of the form to finalise your transaction.

You should now be finished paying your short-term rental tax. Keep a note of your confirmation number, in case we need to contact you about it later. Thank you for submitting your short-term rental tax payment!

Via your credit or debit card

To pay via your credit or debit card, select the button labelled “Credit or Debit Card”. You may then enter the relevant card information, and click the payment button at the bottom of the form to finalise your transaction.

If you cannot finalise your transaction, double-check that you have entered all your card details correctly. If you are sure your details are correct, contact your bank.

You should now be finished paying your short-term rental tax. Keep a note of your confirmation number, in case we need to contact you about it later. Thank you for submitting your short-term rental tax payment!

Via check

To pay via check, select the button labelled “Check”. You may then click the payment button at the bottom of the form to finalise your transaction.

You will then be presented on the success page and in an email confirmation the relevant details for how to pay via check. These include a code to write on the check, the exact amount and the address to send the check.

Once you have sent your check to the Galveston Park Board you will have completed paying your short-term rental tax. Keep a note of your unique code, in case we need to contact you about it later. Thank you for submitting your short-term rental tax payment!