



TOT Processing Center
8839 N. Cedar Avenue #212
Fresno, CA 93720

HdL Lodging Tax

Telephone: (775) 238-4135
Email: DouglasCounty@hdlgov.com

PROPERTY MANAGER

MULTIPLE PROPERTY FILING INSTRUCTIONS

Use the instructions below to create an online profile and make a payment for multiple properties.

1. CREATE A NEW ACCOUNT PROFILE

- Go to douglascounty.hdlgov.com and click "Start Now"
- On the main page, in the "Other" section, click "Create or sign-in to account profile"
- Create an account by entering your email and password. Returning customers may enter their email and password to log in.

HOTELS & LODGING ESTABLISHMENTS

Transient Occupancy Tax (TOT) returns for Hotels and Motels can now be submitted online, by phone, and mail to simplify your monthly or quarterly reporting. To submit your TOT online, please click the "Start Now" button found on the right, and under TOT Remittance, select the "File and Pay TOT" option to begin your monthly filing process.

For the privilege of occupancy in any "hotel," each transient shall be subject to and shall pay a tax in the amount of fourteen percent (14%) of the rent charged by the operator for properties located in the Lake Tahoe Township (Lake), and thirteen percent (13%) of the rent charged by the operator for properties located in the East Fork Township/Valley (Valley). **Note: Per Nevada Senate Bill 461, a \$5 tourism surcharge on the per night charge for the rental of lodgings in the Lake Township is effective July 1, 2019.**

If you have any TOT questions, you are welcome to contact us at DouglasCounty@hdlgov.com or by phone at (775) 238-4135. Phone support is available Monday through Friday, 8:00 am to 5:00 pm (PST).

TOT forms and payments may also be mailed to the address below. Please make checks payable to Douglas County.



DOWNLOAD FORMS:

- [TOT Return Form - Lake](#)
- [TOT Return Form - Valley](#)
- [TOT Government Exemption Form](#)
- [Long Term Occupancy Form](#)

File a Return
Pay Online

Start now ▶

| | | |
|---|---|---|
| Apply > Submit a business tax application online | Renew > Renew business tax account | Pay > Pay an outstanding balance for business tax |
| Close > Close a business online | Search > Business search | Other > Create or sign in to account profile > Report a problem |

[Home](#) [Report a Problem](#)

Returning Customer

Already created a customer profile? Sign in here.

Email Address

Password

[Sign In](#) [Forgot Password](#)

New Customer

Create a profile to access and manage your accounts from one page at any time without needing an access PIN.

Email Address

Password

Confirm Password

[Sign Up](#)

Powered by Hdl[®]

2. LINK PROPERTY ACCOUNTS TO YOUR PROFILE

- Link accounts to your profile by selecting the “Renew/File/Link Account” button
- Enter the Account # and PIN # and file a return for each property.
- When you reach the payment page, add your filing to your cart by selecting “Add To Cart”

HdL Prime Web

mkong

[Renew/File/Link Account](#)

[Pay for Balance Due](#)

[Update Profile](#)

[Sign Out](#)

[Report a Problem](#)

Linked Accounts

Currently no account is linked to your online profile. An account processed using the links on the left panel of this page will be automatically linked to your online profile.

Powered by Hdl[®]


Transient Occupancy Tax (TOT) Online Remittance 

Eligibility

Transient Occupancy Tax (TOT) returns and payments can now be processed online for Douglas County. If any information has changed, or is incorrect, please make the necessary changes during the online process. If changes need to be made to any account related information that is not available online, please submit your renewal and corrections to douglascounty@hdlgov.com.

Process

1. Locate the Account Number and PIN on your return form.
2. Verify your account information.
3. Provide collected rent and exemptions information to calculate your amount due.
4. Provide payment information (credit card and/or e-check).
5. Print a copy of your receipt.

| | |
|---|--|
| <p>Code <input type="text"/></p>  <p>Account # <input type="text"/></p> <p>PIN <input type="text"/></p> <p><input type="button" value="Find Account"/></p> | <p>Enter the characters in the picture below.</p> <p>Enter your TOT account number. This number can be found at the top of your return form.</p> <p>Enter your online pin number. This number can be found on your return form in the information box labeled "Online Returns Now Available." Click here to have the PIN emailed to the primary contact's email on file.</p> |
|---|--|

Powered by HdL

Transient Occupancy Tax (TOT) Online Remittance 

Your TOT has been calculated and is displayed below. Please provide your payment information.

Account Information

| | |
|----------------------|------------------|
| Account # | 08400145 |
| Filing Period Ending | 8/31/2020 |
| Name | TEST PROP 2 |
| Address | 106 PONDEROSA DR |
| City | ZEPHYR COVE |
| Phone | (503) 421-9664 |
| Balance Due | \$537.10 |

Email Receipt To

Payment Method

(Click Submit Only Once)

Powered by HdL

3. MAKE A BULK PAYMENT

- Once you have finished adding all the accounts to your cart, click on “My Cart/Check Out”
- Review your cart. **If you remove a filing from your cart, you will have to file for that property again.
- Select a payment method. Please note eCheck is free, but credit card payments include a 2.9% convenience fee.
- Enter your payment information and click “Submit Payment”
- Receipt page- print and/or save the confirmation # for your reference.

mkong

- Renew/File/Link Account
- Pay for Balance Due
- My Cart (3) / Check Out**
- Update Profile
- Sign Out
- Report a Problem

Linked Accounts

| Account # | Business Name | Address | Last Period Filed | Balance Due | |
|------------|----------------------------|--|-------------------|-------------|------------------------|
| DP19-0097T | 100 LAKE VILLAGE DR UNIT B | 100 LAKE VILLAGE DR UNIT B STATELINE, NV 89449 | 4/30/2020 | \$921.20 | Renewal/Filing in Cart |
| 08400144 | TEST PROP 1 | 100 LAKE VILLAGE DR STATELINE, NV 89449 | 7/31/2020 | \$640.00 | Renewal/Filing in Cart |
| 08400145 | TEST PROP 2 | 106 PONDEROSA DR ZEPHYR COVE, NV 89448 | 7/31/2020 | \$537.10 | Renewal/Filing in Cart |

mkong

- Find Account
- Account Information
- Calculation
- Payment Information**
- Receipt

- Home
- Report a Problem

Online Renewal/Filing

| Account # | Name | Address | Balance Due | |
|------------|----------------------------|---------------------|-------------|------------------------|
| 08400144 | TEST PROP 1 | 100 LAKE VILLAGE DR | \$640.00 | Remove |
| DP19-0097T | 100 LAKE VILLAGE DR UNIT B | 100 LAKE VILLAGE DR | \$921.20 | Remove |
| 08400145 | TEST PROP 2 | 106 PONDEROSA DR | \$537.10 | Remove |



Balance Due \$2,098.30

Email Receipt To

Payment Method

mkong

- 1. Find Account
- 2. Registration Information
- 3. Calculation
- 4. Payment Information
- 5. Receipt**

-  Home
-  Report a Problem

Online Renewal/Filing

[PRINT THIS PAGE FOR YOUR RECORD](#)

| Account # | Name | Address | Balance Due |
|------------|----------------------------|---------------------|-------------|
| 08400144 | TEST PROP 1 | 100 LAKE VILLAGE DR | \$640.00 |
| DP19-0097T | 100 LAKE VILLAGE DR UNIT B | 100 LAKE VILLAGE DR | \$921.20 |
| 08400145 | TEST PROP 2 | 106 PONDEROSA DR | \$537.10 |
| 08400146 | TEST PROP 3 | 111 TRAMWAY DR | \$1,500.00 |

Submission Date 8/4/2020
Confirmation # 001336 (1)
Balance Due \$3,598.30
Credit Card/Echeck Processing Fee \$104.35
Total Due \$3,702.65

Payment Information

Credit Card # x1111
Payment Amount \$3,702.65

After printing or saving this page for your records, you may close this browser window/tab.

Powered by HdL²

The property accounts are now linked and saved to your online profile. The next time you log in, you may access and file for each property **without** entering the property Account # and/or PIN #.