

OCCUPATION TAX

Online Payment Process

City of Lincoln
City Treasurer's Office

What Type of Taxes Can I Pay?

Any company may use this online payment system to pay any of the following Occupation Taxes:

- *Car Rental
- *Hotel/Motel
- *Restaurant/Bar
- *Telecommunication

For more information regarding the Occupation Taxes, please click on the following link:

<http://lincoln.ne.gov/city/finance/treas/occ-tax.htm>

Getting Started

*Each company will need to set up an account on MyInterlinc.

[MyInterlinc Instructions](#)

*Once you have your MyInterlinc account established you will be able to remit your tax payments to the City of Lincoln.

*Payment and the monthly remittance form is due on or before the 25th day of each month.

*Payments may be made and remittance forms completed online at:

<http://lincoln.ne.gov/city/finance/treas/occ-tax.htm>

*Or Mailed To: City Treasurer
City of Lincoln
555 S 10th St Ste 103
Lincoln, NE 68508-2830

Paying Your Taxes

*If you have not set up your MyInterlinc account you will be directed to our welcome page. The registration process will need to be completed prior to making an online payment.

InterLine lincoln.ne.gov



CITY OF LINCOLN
NEBRASKA
MAYOR CHRIS BEUTLER

City of Lincoln
City Treasurer

Occupation Taxes

[MyInterLinc Login](#)

Any company may use this online payment system to pay any of the following Occupation Taxes:

- Car Rental
- Hotel
- Restaurant
- Telecommunication

Please [Register or Login to MyInterlinc](#) now to start the process.

The first time you will need to set up your MyInterlinc account in order to submit your payments online. Please follow the below instructions when setting up your MyInterLinc account.

- [MyInterlinc Instructions](#)

Once you have your MyInterlinc account set up, you will be able to remit your payments online. We have provided an overview of the payment process for you. Please feel free to print a copy to refer to as you complete the process.

- [Payment Process](#)

[More information concerning the Occupation Taxes](#)

 [City Treasurer](#)

Set Up Your Company Profile

- * Select the type of occupation tax your company will be paying. Enter the name of your company.
- * You will need to set up a profile for each NE Tax ID you have.
- * Click the 'Search' button.

The screenshot shows the InterLine website interface for the City of Lincoln, Nebraska. The page title is "InterLine" and the URL is "lincoln.ne.gov". The page content includes the City of Lincoln logo, the text "City of Lincoln City Treasurer Occupation Taxes", and a user ID "public" with links for "My InterLine" and "Logout". The main section is titled "Find a Profile to Copy" and contains a form with a "Select Type" dropdown menu (options: Car Rental, Hotel, Restaurant/Bar, Telecommunication), an "Enter Name:" text input field, and "Search" and "Cancel" buttons. Below the form is a "Continue On" button.

InterLine lincoln.ne.gov

City of Lincoln
City Treasurer
Occupation Taxes

User ID: public
[My InterLine](#) | [Logout](#)

CITY OF LINCOLN
NEBRASKA
MAYOR CHRIS BERTLER

Find a Profile to Copy

Select Type: Enter Name:

or

City Treasurer

Payment Process

- * If you are paying taxes for more than one location you will be directed to select which company you wish to pay taxes for first.
- * To enter a new company you will need to click on the 'Continue On' button.
- * Click on the 'Select' button next to the company you wish to pay taxes for.

InterLine lincoln.ne.gov

 **City of Lincoln**
City Treasurer

User ID: jpublic
[MyInterLine](#) | [Logout](#)

Occupation Taxes

Find a Profile to Copy

Select Type: Enter Name:

	<u>Business Name</u>	<u>Address</u>
Select	Bagels & Joe	4701 Old Cheney Rd Ste E
Select	Garcia Joe	5200 Bristolwood Ln
Select	Lococo Joe	11801 S 38th St

or

 [City Treasurer](#)

Edit Profile

Nebraska Department of REVENUE

Nebraska and Local Sales and Use Tax Return FORM **10**

• If applicable, complete Schedule I on reverse side.
• See optional Nebraska Net Taxable Sales and Use Tax Worksheets.

Tax Category: Nebraska ID Number: Rpt. Code: Tax Period: PLEASE DO NOT WRITE IN THIS SPACE

Due Date: NAME AND LOCATION ADDRESS NAME AND MAILING ADDRESS

• Name, address, or ownership changes? See instructions.
 Check this box if your business has permanently closed, has been sold to someone else, or your permit is no longer needed.
New owners must apply for their own sales tax permit.

1	Gross sales and services (see instructions).....	1	00
2	Net taxable sales (see instructions).....	2	00
3	Nebraska sales tax (line 2 multiplied by .055).....	3	
4	Nebraska use tax (see instructions).....	4	

Complete Nebraska Schedule I prior to completing lines 5 & 6.

- * The first time you use the system, you will be directed to complete your company profile. Please verify that all the information you provide is complete and accurate.
- * Be sure to use your NE Tax ID that appears on the Nebraska and Local Sales and Use Tax Return Form 10.
- * You are able to go back to the 'Edit Profile' tab at any time to make corrections.

InterLine lincoln.ne.gov

City of Lincoln City Treasurer User ID: jpublic MyInterLine | Logout

CITY OF LINCOLN NEBRASKA MAYOR CHRIS BEUTLER Occupation Taxes

NE Tax ID	Business Name	Address
Unselect	12-0123456	Joe's Food 555 S 10th St

Make a Payment View History Edit Profile

Update Profile

Business

Nebraska Tax I.D.#: 12-0123456
Business Name: Joe's Food
Address 1: 555 S 10th St
Address 2:
City: Lincoln State: NE Zip Code: 68508

Company Contact

Contact Name: Joe Public
Contact Title: Owner
Phone: (402) 123-1234
Email: jpublic@joes.com

Your Information

First Name: Joe
Last Name: Public
Title: Owner

Occupation Taxes

Please select the tax(es) that are valid for this profile:

Car Rental None Monthly
Hotel None Monthly
Restaurant/Bar None Monthly Quarterly Term Date:
Telecommunication None Monthly

Date Created: 12/10/2010 3:33:01 PM Last Update: 12/29/2010 1:07:20 PM Status: A

Update Cancel

Select Your Company Profile

- * The payment system will default to the 'Make a Payment Tab' of the payment process.
- * If you are responsible for paying more than one occupation tax you will be directed to pick which tax you want to pay first.
- * Once you have completed your first payment, you can return to the 'Make A Payment' tab to make the second payment.

InterLine lincoln.ne.gov

City of Lincoln
City Treasurer
Occupation Taxes

User ID: jpublic
[MyInterLinc](#) | [Logout](#)

NE Tax ID	Business Name	Address
Unselect	12-0123456	Joe's Food
		555 S 10th St

[Make a Payment](#) [View History](#) [Edit Profile](#)

Make a Payment

Which Occupation Tax do you want to pay?

- Car Rental
- Hotel**
- Restaurant/Bar**
- Telecommunication
- Cancel**

[City Treasurer](#)

Payment Process Cont..



InterLine lincoln.ne.gov

City of Lincoln
City Treasurer
Occupation Taxes

User ID: public
MyInterLine / Logout

Unselect	NE Tax ID	Business Name	Address
<input type="checkbox"/>	120123456	Joe's Food	555 S 10th St

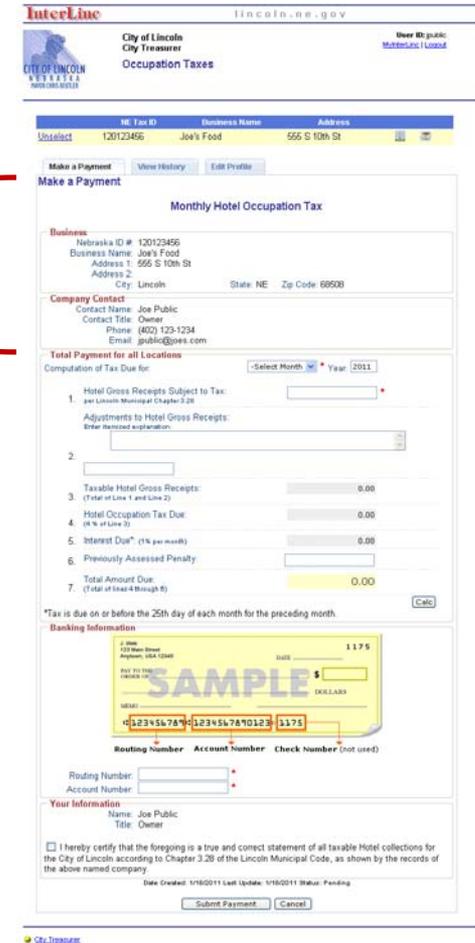
Make a Payment View History Edit Profile

Make a Payment

Monthly Hotel Occupation Tax

Business
Nebraska ID #: 120123456
Business Name: Joe's Food
Address 1: 555 S 10th St
Address 2:
City: Lincoln State: NE Zip Code: 68508

Company Contact
Contact Name: Joe Public
Contact Title: Owner
Phone: (402) 123-1234
Email: public@joes.com



InterLine lincoln.ne.gov

City of Lincoln
City Treasurer
Occupation Taxes

User ID: public
MyInterLine / Logout

Unselect	NE Tax ID	Business Name	Address
<input type="checkbox"/>	120123456	Joe's Food	555 S 10th St

Make a Payment View History Edit Profile

Make a Payment

Monthly Hotel Occupation Tax

Business
Nebraska ID #: 120123456
Business Name: Joe's Food
Address 1: 555 S 10th St
Address 2:
City: Lincoln State: NE Zip Code: 68508

Company Contact
Contact Name: Joe Public
Contact Title: Owner
Phone: (402) 123-1234
Email: public@joes.com

Total Payment for all Locations [Select Month: 2011] [Year: 2011]

Computation of Tax Due for: [Select Month: 2011] [Year: 2011]

Computation of Tax Due for:	
1. Hotel Gross Receipts Subject to Tax: <small>per Lincoln Municipal Chapter 3-28</small>	
Adjustments to Hotel Gross Receipts: <small>Enter Negative adjustment</small>	
2. Taxable Hotel Gross Receipts:	0.00
3. Hotel Occupation Tax Due: <small>(6% of Line 2)</small>	0.00
4. Interest Due* <small>(1% per month)</small>	0.00
5. Previously Assessed Penalty	
6. Total Amount Due: <small>(Total of Lines 3 through 5)</small>	0.00

*Tax is due on or before the 25th day of each month for the preceding month. [Calc]

Banking Information

Routing Number: [] Account Number: [] Check Number (not used): []

Your Information
Name: Joe Public
Title: Owner

I hereby certify that the foregoing is a true and correct statement of all taxable Hotel collections for the City of Lincoln according to Chapter 3-28 of the Lincoln Municipal Code, as shown by the records of the above named company.

Date Created: 1/16/2011 Last Update: 1/16/2011 Status: Pending

Submit Payment Cancel

- * Please verify to make sure that all the information that appears is correct.

Payment Process Cont..

Total Payment for all Locations
Computation of Tax Due for: Year:

1. Hotel Gross Receipts Subject to Tax: per Lincoln Municipal Chapter 3-28

Adjustments to Hotel Gross Receipts:
Enter itemized explanation:

2.

3. Taxable Hotel Gross Receipts: (Total of Lines 1 and Line 2)

4. Hotel Occupation Tax Due: (8% of Line 3)

5. Interest Due*: (1% per month)

6. Previously Assessed Penalty:

7. Total Amount Due: (Total of Lines 4 through 6)

*Tax is due on or before the 25th day of each month for the preceding month.

InterLine lincoln.ne.gov
City of Lincoln
City Treasurer
User ID: joe public
MotelTax: 10000

Occupation Taxes

NE Tax ID: 120123456 Business Name: Joe's Food Address: 555 S 10th St
Unselect

Make a Payment

Monthly Hotel Occupation Tax

Business
Nebraska ID #: 120123456
Business Name: Joe's Food
Address 1: 555 S 10th St
Address 2:
City: Lincoln State: NE Zip Code: 68508

Company Contact
Contact Name: Joe Public
Contact Title: Owner
Phone: (402) 123-1234
Email: jpublic@joes.com

Total Payment for all Locations
Computation of Tax Due for: Year:

1. Hotel Gross Receipts Subject to Tax: per Lincoln Municipal Chapter 3-28

Adjustments to Hotel Gross Receipts:
Enter itemized explanation:

2.

3. Taxable Hotel Gross Receipts: (Total of Line 1 and Line 2)

4. Hotel Occupation Tax Due: (8% of Line 3)

5. Interest Due*: (1% per month)

6. Previously Assessed Penalty:

7. Total Amount Due: (Total of Lines 4 through 6)

*Tax is due on or before the 25th day of each month for the preceding month.

Banking Information

J. Doe
123 Main Street
Anytown, USA 12345
1175

SAMPLE \$
DOLLARS

Routing Number: Account Number: Check Number (not used):

Routing Number:
Account Number:

Your Information
Name: Joe Public
Title: Owner

I hereby certify that the foregoing is a true and correct statement of all taxable Hotel collections for the City of Lincoln according to Chapter 3-28 of the Lincoln Municipal Code, as shown by the records of the above named company.

Date Created: 1/18/2011 Last Update: 1/18/2011 Status: Pending

- * Select the month and enter the year of the month you are paying taxes for.
- * Enter your gross receipts and any adjustments you may have. If you have adjustments be sure to enter and itemized explanation.
- * Click on the 'Calc' button and verify the amounts shown.

Payment Process Cont..

- * Enter your Routing Number and Account Number.
- * Check the box to certify that the information you are providing is true and correct.
- * Click on the 'Submit Payment' button to complete the payment.

Banking Information

J. Public
123 Main Street
Anytown, USA 12345

DATE: 1175

PAY TO THE ORDER OF: \$

DOLLARS

123456789 1234567890123 1175

Routing Number Account Number Check Number (not used)

Routing Number:

Account Number:

Your Information

Name: Joe Public
Title: Owner

I hereby certify that the foregoing is a true and correct statement of all taxable Hotel collections for the City of Lincoln according to Chapter 3.28 of the Lincoln Municipal Code, as shown by the records of the above named company.

Date Created: 1/18/2011 Last Update: 1/18/2011 Status: Pending

InterLine lincoln.ne.gov

City of Lincoln City Treasurer

Occupation Taxes

NE Tax ID: 120123456 Business Name: Joe's Food Address: 555 S 10th St

Make a Payment View History Edit Profile

Make a Payment

Monthly Hotel Occupation Tax

Business

Nebraska ID #: 120123456
Business Name: Joe's Food
Address 1: 555 S 10th St
Address 2:
City: Lincoln State: NE Zip Code: 68508

Company Contact

Contact Name: Joe Public
Contact Title: Owner
Phone: (402) 123-1234
Email: jpublic@joes.com

Total Payment for all Locations

Computation of Tax Due for: [Select Month] Year: 2011

1. Hotel Gross Receipts Subject to Tax: [input]
per Lincoln Municipal Chapter 3.28

Adjustments to Hotel Gross Receipts:
Enter detailed explanation: [input]

2. [input]

3. Taxable Hotel Gross Receipts: 0.00
(Total of Line 1 and Line 2)

4. Hotel Occupation Tax Due: 0.00
(8% of Line 3)

5. Interest Due* (1% per month): 0.00

6. Previously Assessed Penalty: [input]

7. Total Amount Due (Total of lines 4 through 6): 0.00

*Tax is due on or before the 25th day of each month for the preceding month. [Calc]

Banking Information

J. Public
123 Main Street
Anytown, USA 12345

DATE: 1175

PAY TO THE ORDER OF: \$

DOLLARS

123456789 1234567890123 1175

Routing Number Account Number Check Number (not used)

Routing Number:

Account Number:

Your Information

Name: Joe Public
Title: Owner

I hereby certify that the foregoing is a true and correct statement of all taxable Hotel collections for the City of Lincoln according to Chapter 3.28 of the Lincoln Municipal Code, as shown by the records of the above named company.

Date Created: 1/18/2011 Last Update: 1/18/2011 Status: Pending

Multiple Locations

*Only if you selected that you are reporting for multiple locations during the payment process.

- * You will be directed to enter the locations that you are paying the occupation tax for.
- * Please list all of the locations that are included in this payment. *Please note: If you are completing a separate payment under a different NE Tax ID, they are not to be listed now.
- * Once all the locations have been listed, click on the 'Done' button.

The screenshot shows the 'InterLine' web application for the City of Lincoln, Nebraska. The page title is 'Occupation Taxes'. The user is logged in as 'jpublic'. The main content area displays a table of existing tax entries and a section for adding new locations.

NE Tax ID	Business Name	Address	
Unselect	12-0123456	Joe's Food	555 S 10th St

Buttons: [Make a Payment](#), [View History](#), [Edit Profile](#)

Locations

Monthly Restaurant/Bar Occupation Tax

Computation of Tax Due for: January 2011 Pending

Business Name	Address	City	State	Zip Code	Phone
Edit Joe's Food	555 S 10th St	Lincoln	NE	68508	(402) 123-1234
Insert Joe's Food	233 S 10th St	Lincoln	NE	68508	402 233 1234

[Done](#)

City Treasurer

View History

- * Once the payment is complete you will be directed to the 'View History' tab that displays the status of all payments submitted.
- * To view the details of a payment, click on the 'Select' link next to the payment detail you would like to view.

The screenshot shows the InterLine website for the City of Lincoln, Nebraska. The page is titled "Occupation Taxes" and displays a table of tax information. The user is logged in as "jpublic".

InterLine lincoln.ne.gov

City of Lincoln
City Treasurer

User ID: jpublic
[MyInterLine](#) | [Logout](#)

CITY OF LINCOLN
NEBRASKA
MAYOR CHRIS BEUTLER

Occupation Taxes

	NE Tax ID	Business Name	Address	
Unselect	12-0123456	Joe's Food	555 S 10th St	

[Make a Payment](#) [View History](#) [Edit Profile](#)

Payment History

	Tax Type	Tax Month	Payment Date	Posted Date	Total	Type	Status
Select	Monthly	Jan 2011	2/10/2010	-	\$24.19	ACH	Pending

[City Treasurer](#)

Edit Profile

- * To update the company profile you will need to click on the Edit Profile tab.
- * If your business will be collecting monies for more than one occupation tax (ex: Hotel and Restaurant/Bar), you can select all those taxes that apply in the Occupation Taxes section.
- * Once all updates have been made, click on the 'Update' button.

InterLine lincoln.ne.gov

 **City of Lincoln
City Treasurer** User ID: jpublic
[MyInterLine](#) | [Logout](#)

Occupation Taxes

Unselect	NE Tax ID	Business Name	Address		
	12-0123456	Joe's Food	555 S 10th St		

Make a Payment View History **Edit Profile**

Update Profile

Business

Nebraska Tax I.D.#:
Business Name:
Address 1:
Address 2:
City: State: Zip Code:

Company Contact

Contact Name:
Contact Title:
Phone:
Email:

Your Information

First Name:
Last Name:
Title:

Occupation Taxes

Please select the tax(es) that are valid for this profile:

Car Rental  None Monthly
Hotel  None Monthly
Restaurant/Bar  None Monthly Quarterly Term Date:
Telecommunication  None Monthly

Date Created: 12/10/2010 3:33:01 PM Last Update: 12/29/2010 1:07:20 PM Status: A