



LINCOLN

Occupation Tax Online Payment Process

What type of Occupation Tax can I pay online?

The following Occupation Taxes can be paid using the online payment system:

- Restaurant/Bar
- Hotel/Motel
- Car Rental
- Telecommunication
- SouthPointe Pavilions Enhanced Employment Area
- East Gateway Shops at Lincoln Redevelopment Project Enhanced Employment Area

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

Lincoln.ne.gov/City/Departments/Finance/City-Treasurer/Occupation-Taxes



Getting Started

To pay Occupation Tax online you must first create a MyInterLinc account to connect to the Occupation Tax system.

Create a MyInterLinc account by following these instructions:

1) Go to <https://app.Lincoln.ne.gov/asp/both/citizen/default.aspx>

2) Click on “Join Now”

Home / Payments & Services / MyInterLinc

MyInterLinc →

Join Now

[Forgot your Username or Password?](#)

Welcome to MyInterLinc

Please Enter Your User Name and Password

User Name:

Password:

Remember Me

Login

The password is case sensitive.

+ What is MyInterLinc?
+ My old password does not work on the new site.



3) Complete Citizen Profile

Be sure to complete all fields.

***Make note of the Username and Password you select.**

If required fields are not completed or a password does not meet MyInterLinc guidelines, the field will be highlighted in red.

Click the **“Create Profile”** button when finished.

Citizen Profile

Login

Your User Name

User Name: Minimum of 5 characters. Only letters and numerals allowed.
Password: Minimum of 8 characters.
Password: Retype your Password.

The password is case sensitive. Please do not use the following characters: &, /, !, %, < or >

Your Name & Address

First Name:
Middle Init:
Last Name:
Business Name:

Address Type: Home Work
Street:

Number	Pre	Name	Type	Suf
<input type="text" value="555"/>	<input type="text" value="NW"/>	<input type="text" value="Main"/>	<input type="text" value="St"/>	<input type="text" value=""/>
123		Main	ST	

Unit: Number:
City: State: Zip:

Your Phone & Email Contacts

Home Phone:
Work Phone:
Email:

Your Secret Question & Answer

Question:
Answer:

Added Date: 8/1/2024 Last Update: 8/1/2024 Status: A



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4) Verify Registration

Once you have successfully registered, the Citizen Profile page will be refreshed with your data.

If your registration information looks correct click “**Log Off**” and you will be redirected to the Login page.

Home / Payments & Services / MyInterLinc

MyInterLinc
Menu
Change Password
Edit Your Profile →
Login History
Show Access
Subscription
Cancel Profile
Log Off

Citizen Profile Login

Your User Name
User Name: CBACompany

Your Name & Address
Name: John J Doe
Business Name: CBA Company
Work Address: 12345 NW Main St
City, State, Zip Lincoln, NE 68508

Your Phone & Email Contacts
Home: (402) 999-9999
Work: (402) 999-9999
Email: cbacompany@yahoo.com

Your Secret Question & Answer
Question: Favorite pet's name?
Answer: *****

Added Date: 8/1/2024 Last Update: 8/1/2024 Status: A

Edit Profile Back to Menu



Connecting your MyInterLinc account to the Occupation Tax System

Once you have created your MyInterLinc account...

Telephone the Lincoln City Treasurer's office at 402-441-7457 to ask about connecting it to your Occupation Tax business profile if one already exists.

OR

Create an Occupation Tax business profile online by following the instructions to create a business profile.



Instructions to Create a Business Profile

1) Log in to MyInterLinc

Home / Payments & Services / MyInterLinc

MyInterLinc → **Welcome to MyInterLinc**

[Join Now](#)

[Forgot your Username or Password?](#)

Please Enter Your User Name and Password

User Name:

Password:

Remember Me

+ **What is MyInterLinc?**
+ **My old password does not work on the new site.**

2) Click on “Show Access”

Home / Payments & Services / MyInterLinc

MyInterLinc → **Welcome to MyInterLinc**

Menu for ZZZCompany

Change Password	Change your current password.
Edit Your Profile	Change your name, address, city, phone number(s) and email.
Login History	Shows your login history.
Show Access	The different systems that use MyInterLinc
Subscriptions	Subscribe to content to receive an e-mail when new content is available.
Cancel Profile	Permanently close your account.
Log Off	Sign off



3) Click on “Occupation Taxes”

MyInterLinc

- Menu
- Change Password
- Edit Your Profile
- Login History
- Show Access →
- Subscription
- Cancel Profile
- Log Off

ZZZCompany | Logout

Show Access

MyInterLinc Applications

- [Online Payments](#)
City/County Online Payments
- [Alarm Registration](#)
Any alarm user/business within the city limits of Lincoln must obtain a permit.
- [Class and Program Registration](#)
Parks and Recreation offers several activities at our centers.
- [Donations](#)
Make a Difference! Give to multiple programs.
- [Event Parking](#)
Automatically fill in the sign up form and can keep track of your past history.
- [Facility Registration](#)
Reserve Park rental availability for a wide range of recreation and community use activities.
- [Occupation Taxes](#)
Any company may use this online payment system to pay any Occupation Tax.
- [Practice Field Reservations](#)
Reserve a Practice Field.
- [Property Valuation Protests](#)
File your property protest and schedule your referee hearing online.
- [Season Pool Pass](#)
You may buy your season passes online and they will be sent to you through the mail.
- [Special Needs Registry](#)
Disaster services for persons who need special care and accommodations.
- [Volunteer Opportunities](#)
Register to volunteer with Parks and Recreation.

[Back to Menu](#)



4) Complete the Insert Profile Information

Be sure to enter the NE Sales Tax ID that appears on your Nebraska and Local Sales and Use Tax Return Form 10. ***If you file for more than one company each company needs a separate business profile set up.**

Fill in all remaining fields on this page.

In the **“Occupation Taxes”** box select all tax types that apply for your business. A tax type is selected when the circle color is blue. ***If Restaurant/Bar tax type applies, also select either Monthly or Quarterly for filing frequency. Only Restaurant/Bar has the Quarterly option.**

Once you have verified your entries, click the **“Insert”** button at bottom and you will be directed to the Make a Payment screen.

Occupation Taxes

ZZZCompany | Logout

Insert Profile

Business

NE Sales Tax I.D.#: 99988777

Business Name: ZZZ Company

Address 1: 555 Z Ave

Address 2:

City: Lincoln

State: NE Zip: 68508

Company Contact

Contact Name: Zeta Zones

Contact Title: Owner

Phone: (402) 555-5555

Email: ZZZco@yahoo.com

Your Information

First Name: Zeta

Last Name: Zones

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

SouthPointe EEA None Monthly

Short Term Rental None Monthly

Date Created: 8/13/2024 Last Update: 8/13/2024 Status: Active

Insert **Cancel**



Occupation Tax Payments

Filing and payment of taxes is due on or before the 25th day of the following month.

Three options are available for filing and paying Occupation Tax:

- 1) File online, which initiates an ACH payment that will be drafted from your bank account on the first business day following the 25th of the month.
- 2) Complete a printed copy of a Monthly or Quarterly Remittance Worksheet found at Lincoln.ne.gov/City/Departments/Finance/City-Treasurer/Occupation-Taxes and mail the form along with payment to:
Lincoln City Treasurer
Occupation Tax
555 South 10 St STE 103
Lincoln, NE 68508
- 3) Visit the Lincoln City Treasurer's office at the address above

****Note: You must be prepared with gross receipts information to file using any of the 3 options listed above.**



File and Pay Occupation Tax Online

Tax Types available to pay are in bold, click on the tax type you intend to file and pay. ***If you have multiple tax types in bold, once you complete filing the first payment you will be able to return to the “Make a Payment” tab to complete the second payment.**

Occupation Taxes ZZZCompany | Logout

	NE Sales Tax ID	Business Name	Address		
<u>Unselect</u>	99988777	ZZZ Company	555 Z Ave		

Make a Payment | View History | Edit Profile

Make a Payment

Which Occupation Tax do you want to pay?

- Car Rental
- Hotel
- Restaurant/Bar
- Telecommunication
- SouthPointe EEA
- Short Term Rental
- Cancel



Verify your business information at the top of the “Make a Payment” screen

Occupation Taxes ZZZCompany | Logout

NE Sales Tax ID	Business Name	Address
Unselect 99988777	ZZZ Company	555 Z Ave

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

Make a Payment

Monthly Restaurant/Bar Occupation Tax

Business

NE Sales Tax ID #: 99988777
Business Name: ZZZ Company
Address 1: 555 Z Ave
Address 2:
City: Lincoln State: NE Zip Code: 68508

Company Contact

Contact Name: Zeta Zones
Contact Title: Owner
Phone: (402) 555-5555
Email: ZZZco@yahoo.com

Total Payment for all Locations

Computation of Tax Due for: Year:

Check this box if your business permanently closed or has been sold.
Date closed or sold:

1. Restaurant/Bar Gross Receipts Subject to Tax: per Lincoln Municipal Chapter 3.30	<input type="text" value="555.00"/>
2. Adjustments to Restaurant/Bar Gross Receipts: Enter itemized explanation: <input type="text" value="-5.00 discounts to customers"/>	<input type="text" value="-5.00"/>
3. Taxable Restaurant/Bar Gross Receipts: (Total of Line 1 and Line 2)	550.00
4. Restaurant/Bar Occupation Tax Due: (2% of Line 3)	11.00
5. Interest Due*:	0.00
6. Previously Assessed Penalty:	0.00
7. Discount for Paying Monthly: (2% of Line 4, if not late)	0.22
8. Total Amount Due: (Total of lines 4 through 6 minus line 7)	10.78

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

Select the month and year you are paying taxes for.

If your business has closed check the box and enter the closed date.

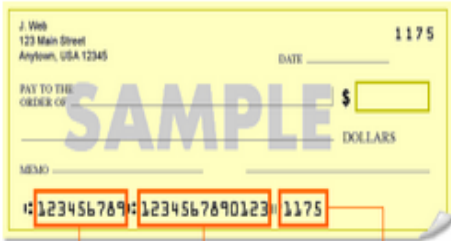
Enter gross receipts and any adjustments you may have. ***When entering adjustments, you must use a “-” negative sign if appropriate. All adjustments must be supported by entering an itemized explanation.**

Click on the “Calc” button and verify the resulting calculations.



Banking Information

Banking Information



Routing Number: 100004006
Account Number: 33332222
Account Type: Checking Savings

Please Note
Payments will be processed on the first working day after the 25th of the month. Funds will be removed from your account the next working day.

Your Information
Name: Zeta Zones
Title: Owner

I hereby certify that the foregoing is a true and correct statement of all taxable Restaurant/Bar collections for the City of Lincoln according to Chapter 3.30 of the Lincoln Municipal Code, as shown by the records of the above named company.

Date Created: 8/13/2024 Last Update: 8/13/2024 Status: Pending

Enter and verify your bank routing number and account number. This is only required the first time you make an online payment. ***Remember to update bank routing and account numbers if your banking information changes before filing subsequent returns.**

Select the type of bank account you are using.

Read the attestation certifying the information you are providing is true and correct and check the box.

Click on the **Continue Payment** button to complete the payment.



Enter a Location

Home / Payments & Services / Finance Department / City Treasurer / Occupation Taxes

Occupation Taxes

ZZZCompany | Logout

NE Sales Tax ID	Business Name	Address
Unselect	99988777	ZZZ Company 555 Z Ave

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

Locations

Monthly Restaurant/Bar Occupation Tax

Computation of Tax Due for: July 2024

Pending

Business Name	Address	City	State	Zip Code	Phone
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You must add one location to complete the payment.

[Insert](#) ZZZ Company 555 Z Ave Lincoln NE 68508 (402) 555-5555

[Complete Payment](#)

You must enter a location to complete your filing/payment. Enter the name, address, and telephone number information for your business and click the **“Insert”** icon to the left first then click the **“Complete Payment”** button.

If your payment was successful, the Payment Completed screen will appear.

Occupation Taxes

ZZZCompany | Logout

NE Sales Tax ID	Business Name	Address
Unselect	99988777	ZZZ Company 555 Z Ave

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

Locations

Monthly Restaurant/Bar Occupation Tax

Computation of Tax Due for: July 2024

Pending

Payment Completed

Click on 'View Payment' to Print Receipt or 'View History' to view past history.

[View Payment](#) [View History](#)



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Additional Information

View prior payments by selecting the “**View History**” tab:

Home / Payments & Services / Finance Department / City Treasurer / Occupation Taxes

Occupation Taxes ZZZCompany | Logout

NE Sales Tax ID	Business Name	Address
Unselect 99988777	ZZZ Company	555 Z Ave

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

Payment History

	Tax Type	Tax Month	Payment Date	Posted Date	Total	Type	Status	Part
Select	Monthly	Jul 2024	8/13/2024	8/13/2024	\$10.78	ACH	Failed	

To view the details of a payment, click on the “**Select**” icon next to the payment detail.

The “**View History**” tab also allows you to view payment history if you have chosen to file/pay through the mail or in person.

The business profile can be edited by selecting the “**Edit Profile**” tab:

Occupation Taxes ZZZCompany | Logout

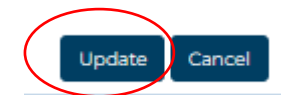
NE Sales Tax ID	Business Name	Address
Unselect 99988777	ZZZ Company	555 Z Ave

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

Payment History

	Tax Type	Tax Month	Payment Date	Posted Date	Total	Type	Status	Part
Select	Monthly	Jul 2024	8/13/2024	8/13/2024	\$10.78	ACH	Failed	

Be sure to click on the “**Update**” button at the bottom of the page when editing is complete.



Exit the system

Exit the system by clicking on “Logout”

