

## Short-Term Rental – How to Pay TOT

1. Go to the Town of Truckee’s Short Term Rental solution website – <https://truckee.munirevs.com/>.
2. In the Business Center there will be an open task waiting for completion for each property you are attached to in the OPEN TASKS section. Click on the **Submit Transient Occupancy Tax (new)** hyperlink.

### OPEN TASKS 1

Town of Truckee
<b>Transient Occupancy Tax Quarter Ending (Jun 2023)</b>
<a href="#">▶ Submit Transient Occupancy Tax (new)</a>

Note: If you have more than one tax form in your OPEN TASKS section, you also have the option to bulk file. Instructions on how to bulk file are available once you hit the “Click Here to use Bulk Filing” button. Next, you hit the green “Instruction” button, which details how to download and copy/paste values from excel.

3. Please verify the address in the Property Information section to ensure you are attached to the correct property.

### TOWN OF TRUCKEE

#### Transient Occupancy Tax

011414

Town of Truckee

Period: 06/30/2023 Due: 08/01/2023 Current Time: 06/30/2023 06/30/2023 Late: NO

#### PROPERTY INFORMATION

Physical Street:

10183 TRUCKEE AIRPORT ROAD

Unit/Suite:

City:

Truckee

State:

CA

Zip:

96161



- On the same screen, take note of the period and due date. The period will list the date the quarter ends. The Due date lists the date taxes must be remitted by. If payment is submitted after the due date, late fees and interest will apply.

## TOWN OF TRUCKEE

### Transient Occupancy Tax

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96161

- In the Transient Occupancy Tax area, enter in the amounts for the tax return. Please note that all fields with an asterisk (\*) are required and all yellow fields are where information is entered.

Transient Occupancy Tax		
1	Total Number of Nights Rented *	
2	Total Number of Nights Available (click for details) *	
3	Total Taxable Rent Received for Occupancy (click for details) *	
4A	Exemptions: For stay 31 consecutive nights or more by the same party	0.00
4B	Exemptions: For stays by Foreign Dignitaries, or US Federal employees on official business	0.00

- More information can be found for values / line items that are blue. Simply click on that line item and additional information is displayed. Click a second time and the additional information will close.

3	Total Taxable Rent Received for Occupancy (click for details) *	3475.00
<p>Taxed items INCLUDE, but are not limited to, nightly rents, weekly rents, required cleaning fees, cancellation charges, pet fees, forfeited deposits, internet charges, late check-out fees, extra person fees, resort fees and insurance premiums. Taxed items EXCLUDE, but are not limited to, equipment charges (i.e. roll-away beds, cribs, etc.), refundable deposits, optional insurance premiums, valet services, parking permits/fees, golf fees, phone charges</p>		



7. The white fields are calculated automatically as information is entered in the yellow fields (1 - 4B).

4	Total Exemptions (Line 4A + 4B)	0.00
5	Taxable Amount (Line 3 less Line 4)	3475.00
6	Transient Occupancy Tax Due (12% of Line 5)	417.00
7	TTBID (1.25% of Line 3 less 4A) (click for details)	43.44
8	Total Tax Due (Line 6 + Line 7)	460.44
9	Penalty Assessed, pursuant to Chapter 3.24.080 (click for details)	0.00
10	Interest Penalty Assessed, pursuant to Chapter 3.24.080 (click for details)	0.00
11	TOTAL TAX DUE INCLUDING PENALTY AND INTEREST	460.44

8. Once all the required fields are entered the Total Tax Due will populate on line 11.
9. At the bottom of the Transient Occupancy Tax form, it is required that the form is signed electronically and dated. Enter your Name, Title and today's date in the signature section.

NAME (as electronic signature) *	Title (Owner, Manager, Etc.) *	Date *
<input type="text" value="Jen Callaway"/>	<input type="text" value="Owner"/>	<input type="text" value="07/10/23"/>

[Save and Return to Business Center](#)

[Submit](#)

10. Click the **Submit** button to complete the tax form and proceed to the Shopping Cart.

Note: If you are not ready to proceed to the Shopping Cart, click the **Save and Return to Business Center** button.



11. Click the **Payment Method** button to display the payment screen. **If you are submitting a \$0 return, you must still hit the Payment Method button to complete your filing.**

**Cart Items**

**FORM UPDATED – PLEASE CONTINUE WITH CHECKOUT TO FINALIZE TRANSACTION – THIS MUST BE DONE FOR ZERO RETURNS**

TOT Tax Due <small>(remove)</small>	due	\$ 460.44
Town of Truckee	8/1/23	
<b>Total (US Dollars)</b>		<b>\$ 460.44</b>

[Back to Business Center](#)

**Recalculate Items**

The following forms need to be recalculated  
You have no forms that need to be recalculated.

**Incomplete Items**

All of your pending transactions are in your shoppingcart or are pending.

**Pending Items**

The following forms are pending payment  
All of your pending transactions are in your shoppingcart.

**Completed Items**

The following forms were recently completed  
You have no recently completed transactions.

**Payment Method**

12. If you are submitting a \$0 return, hit the Complete Transaction button.

## Zero Cost Checkout

You are checking out with no amount due.

To continue with this process, click the "Complete Transaction" button below.

**Complete Transaction**



13. There are three payment options, Card, US bank account or Google Pay. The system defaults to paying by credit card. **There is a charge to pay with card or Google Pay.**

If you want to pay by credit card, enter your payment information and click **Pay now**.

Secure, 1-click checkout with Link ▼

Card number: 1234 1234 1234 1234  
Expiration: MM / YY  
CVC: CVC

Country: United States  
ZIP: 12345

**Cart Items**

The following forms are in your cart

	due	
TOT Tax Due	08/01/23	\$ 480.44
Town of Truckee		
Service Charge		\$ 14.08
<b>Total</b>		<b>\$ 474.50</b>

Pay now

14. **If you choose US bank account, there is no service charge.** If you are paying by US bank account, click on the US bank account option. You will be prompted to connect to your bank to authorize the payment.

**US bank account**

Email:

Full name: First and last name

Bank account: Search for your bank

Bank options: Bank of America, PNC, WELLS FARGO, CHASE, USAA, NAVY FEDERAL Credit Union

[Enter bank details manually instead](#) (takes 1-2 business days)

**Cart Items**

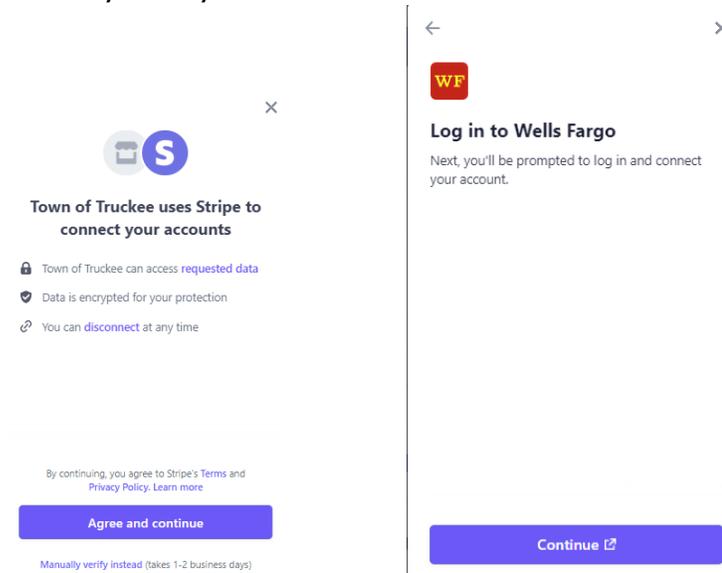
The following forms are in your cart

	due	
TOT Tax Due	08/01/23	\$ 480.44
Town of Truckee		
<b>Total</b>		<b>\$ 480.44</b>

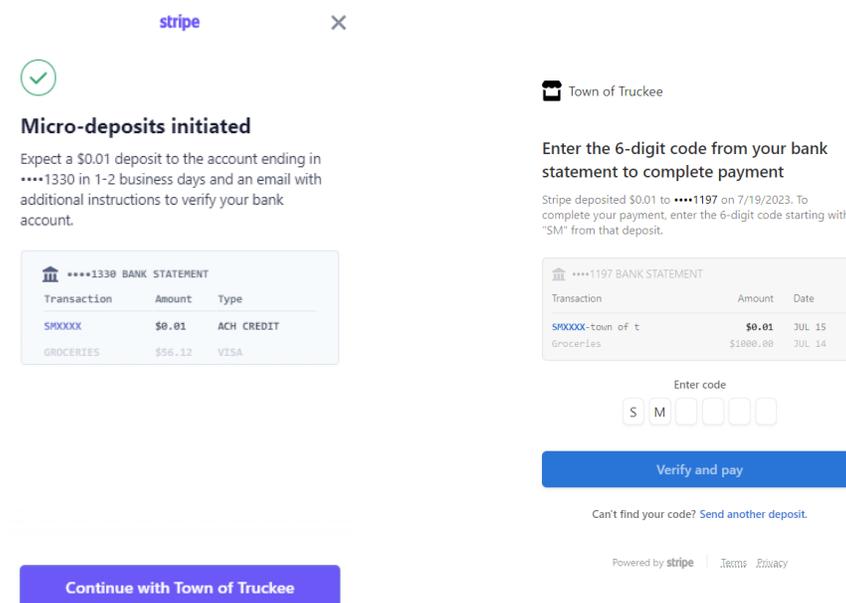
Pay now



15. Follow the prompts to complete the instant verification by logging directly into your bank account.



16. Should you not want to complete the instant verification by logging directly into your account, you may choose the Micro-deposits option. In 1-2 business days you will see a \$0.01 deposit in your account, and you will receive an email with additional instructions on how to verify the bank account and complete the transaction.





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17. Once the payment is completed the Transaction was completed message with the payment details will display.

✔ **Transaction was completed.**

18. You will also get an email with the payment details from noreply@munirevs.com.

19. Click the **Return to Business Center** button.

**For Assistance, Contact GovOS Support**

**[blt.str.support@govos.com](mailto:blt.str.support@govos.com)**

**(888) 751-1911**