

OCCUPATION TAX

Company Profile Setup

City of Lincoln
City Treasurer's Office

Company Profile Setup

You must have a 'MyInterlinc' account registered before you can set up your occupation tax company profile.

If you do not have a 'MyInterlinc' account registered, instructions to register your account can be found at: <http://lincoln.ne.gov/city/finance/treas/pdf/Reg-Process.pdf>

If you have a 'MyInterlinc' account registered, continue on to the next page of these instructions to set up your occupation tax company profile.

Company Profile Setup

- * Go to <http://lincoln.ne.gov> and key the word 'occupation' into the keyword search box as shown at right and click 'Search'

The screenshot shows the InterLine website interface. At the top, it displays 'InterLine' and navigation links for 'lincoln.ne.gov' and 'lancaster.ne.gov'. The main header reads 'City of Lincoln AND Lancaster County, Nebraska, USA'. A search bar in the center contains the word 'occupation', which is circled in red. Below the search bar are buttons for 'Residents', 'Tourism', and 'Business'. To the left of the search bar is a vertical menu with categories like 'Featured Sites', 'Online Services', 'Government', 'Employment', 'Education', 'Health', 'Safety', 'Links', and 'Help'. To the right of the search bar are links for 'City of Lincoln' (Mayor's Office, City Council, Departments) and 'Lancaster County' (Commissioners, County Agencies, Towns & Cities). Below the search bar, a list of services is shown: 'ePay Services', 'Snow Operations', 'Street Closures and Detours', and 'Report Potholes'. At the bottom of the page, there are various utility links such as 'StarTran Bus Service', 'Marriage License Search', 'Parks and Recreation', 'Service Maps', and 'NTAS NO ACTIVE ALERTS'. On the right side, there are several news and information widgets, including '5 CITY-TV & 10 HEALTH Traffic Cameras', 'Citizen Action Center', 'News Releases', 'Meetings for Mar 2, 2015', and 'IntraLine'.

Company Profile Setup

Click on the
'Register and pay
Occupation Taxes
Online' link or use
the link below:
<https://www.lincoln.ne.gov/asp/city/occtax/>



City of Lincoln
City Treasurer

Occupation Taxes

All Files on this page are PDF Downloads

Online Occupation Tax Payments

- [Register and Pay Occupation Taxes Online](#)
- [Online Occupation Tax System Instructions](#) (815K)
- [MyInter_Linc Registration Instructions](#) (584K)
- [Use of online system by businesses under assessment](#)

Occupation Tax Information and Mail-in Forms

Telecommunications Occupation Tax

- [Frequently Asked Questions](#) (85K)
- [Lincoln Municipal Code Chapter 3.24](#) (122K)
- [Monthly Remittance Worksheet \(View and Print Only\)](#) (47K)



Changes Effective January 1, 2013

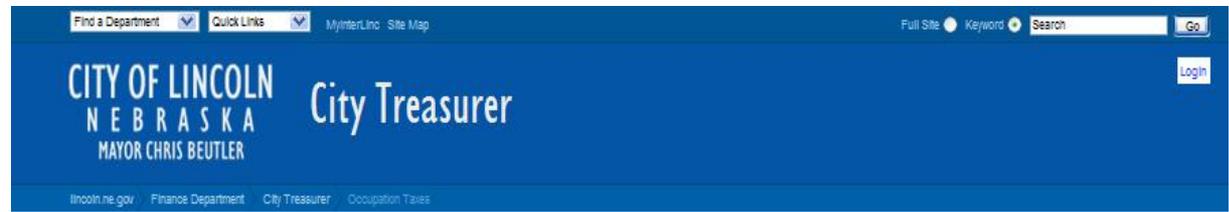
- [Ordinance 19804](#) (277K)

Restaurant/Bar Occupation Tax

- [Frequently Asked Questions](#) (87K)
- [Lincoln Municipal Code Chapter 3.30](#) (122K)
- [Ordinance 19481-Amends Municipal Code Chapter 3.30](#) (387K)
- [Monthly Remittance Worksheet \(Fill-in\)](#) (78K)
- [Monthly Remittance Worksheet \(View and Print Only\)](#) (43K)
- [Quarterly Remittance Worksheet \(Fill-In\)](#) (75K)

Company Profile Setup

- * If you are not logged into 'MyInterLinc', the page at right will be displayed. Click on the 'Register or Login to MyInterLinc link to log in.
- * If you are already logged into 'MyInterlinc', skip to page 7 of these instructions.



Occupation Taxes

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

- Car Rental
- Hotel
- Restaurant
- Telecommunication

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.

Please [Register or Login to MyInterlinc](#) 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](#)

Company Profile Setup

- * Enter your MyInterLinc user name and password and click on the Login button.

City Agencies MyInterLinc Search Lincoln

CITY OF LINCOLN NEBRASKA

SEAL OF LANCASTER COUNTY NEBRASKA

lincoln.ne.gov MyInterLinc

Home

Welcome to MyInterLinc

MyInterLinc → Please Enter Your User Name and Password

Join Now

Forgot your Username or Password?

User Name: XYZCorporation

Password: ●●●●●●●●

Remember Me

Login

The password is case sensitive.

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

Company Profile Setup

- * If you have never set up a profile for your company, click on the 'Continue On' button and skip to page 9 of these instructions.
- * If you already have a profile established, select the type of profile from the drop-down box, enter your company name and click 'Search'.



Occupation Taxes

Find a Profile to Copy

Select Type: Enter Company Name:

or

Company Profile Setup

- * If the company you will be paying taxes for is listed, click on the 'Select' link to set up the company profile.
- * If the company is not listed, click on the 'Continue On' button.

InterLine lincoln.ne.gov



CITY OF LINCOLN
NEBRASKA
MAYOR CHRIS BEUTLER

City of Lincoln
City Treasurer

Occupation Taxes

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

Find a Profile to Copy

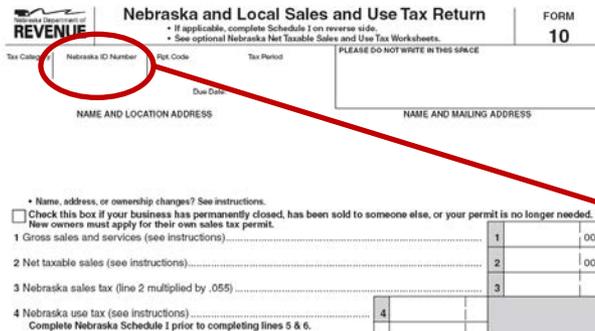
Select Type: Enter Name:

	Business Name	Address
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](#)

Company Profile Setup



Nebraska Department of REVENUE

Nebraska and Local Sales and Use Tax Return FORM 10

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

PLEASE DO NOT WRITE IN THIS SPACE

Nebraska ID Number: [Redacted]

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

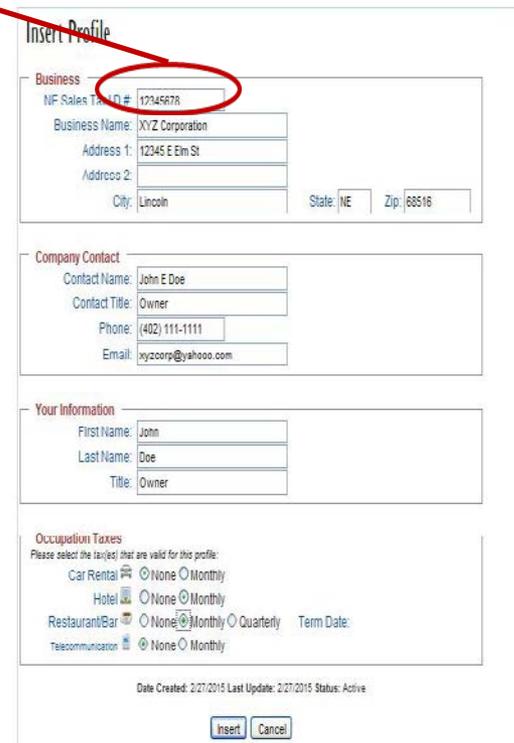
Complete Nebraska Schedule 1 prior to completing lines 5 & 6.



CITY OF LINCOLN NEBRASKA City Treasurer MAYOR CHRIS BEUTLER

Occupation Taxes

- * Be sure to use the NE Sales Tax ID that appears on your Nebraska and Local Sales and Use Tax Return Form 10. *Please note: If you are completing a separate payment under a different NE Sales Tax ID, they are not to be listed now. You will need to set up a separate company profile for each NE Sales Tax ID you have. Fill in all remaining fields on this page.
- * In the 'Occupation Taxes' box located at the bottom of the page, please select a monthly or quarterly pay schedule for all tax types that apply. Please double check to make sure all of the information is accurate. Then click on the 'Insert' button. If information is missing, a red asterisk * will identify fields to be corrected. After clicking the 'Insert' button, the 'Make a Payment' tab will be displayed.



Insert Profile

Business

NE Sales Tax ID # 12345678

Business Name: XYZ Corporation

Address 1: 12345 E Elm St

Address 2:

City: Lincoln State: NE Zip: 68516

Company Contact

Contact Name: John E Doe

Contact Title: Owner

Phone: (402) 111-1111

Email: xyzcorp@yahoo.com

Your Information

First Name: John

Last Name: Doe

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: 2/27/2015 Last Update: 2/27/2015 Status: Active

Insert Cancel

Company Profile Setup

- * The 'Make a Payment' tab will be displayed once your occupation tax company profile has been successfully established.
- * From this page, you can also click on tabs to view payment history or edit your profile.
- * To logout, click on the 'Logout' button located in the upper right of this page.



Occupation Taxes

	NE Sales Tax ID	Business Name	Address		
Unselect	12345678	XYZ Corporation	12345 E Elm 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

Company Profile Setup

- * Once your occupation tax company profile is established, you will need to prepare tax returns and, if applicable, make payments according to the schedule you selected on page 9 of these instructions.
- * To make payments by check or cash, go the City Treasurer Occupation Tax Site located at <http://lincoln.ne.gov/city/finance/treas/occ-tax.htm> and select the appropriate monthly/quarterly remittance worksheet. You can use a fill-in form to prepare your tax return online, then print and mail it to the City, or you can use a 'View and Print Only' form to print the form, manually prepare it and send it to the City.
- * To make online payments via ACH, instruction to set up your on-line payment can be found at: <http://lincoln.ne.gov/city/finance/treas/pdf/Online-Payment-Instructions.pdf>