OCCUPATION TAX
Online Payment Process

City of Lincoln
City Treasurer’s Office
Any company may use this online payment system to pay any of the following Occupation Taxes online:

* 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
*To make occupation tax payments online, each company must have an account registered in MyInterlinc. Instructions for setting up a MyInterlinc account can be found at: MyInterlinc Registration Instructions

*Once you have your MyInterlinc account registered, your occupation tax company profile must be set up. Instructions for setting up a company profiles can be found at: Company Profile Setup Instructions

*Once you have your occupation tax company profile set up, you will be able to remit your tax payments online.
*Payment of taxes along with the monthly/quarterly remittance form is due on or before the 25th day of the following month.

*If you prefer to manually prepare your occupation tax return and pay by check or cash, there is no need to use the instructions in this document. The monthly/quarterly remittance worksheets can be found at http://lincoln.ne.gov/city/finance/treas/occ-tax.htm. Please complete all information on the form, including contact name and phone number. Payments by cash should be given directly to City Treasurer’s office. Payments by check can be mailed along with a copy of the remittance worksheet to:

  City Treasurer  
  City of Lincoln  
  555 S 10th St  Ste 103  
  Lincoln, NE  68508-2830  

*If you prefer to prepare your occupation tax return and pay on-line, continue on with the instructions in this document.
Go to http://lincoln.ne.gov and key the word ‘occupation’ into the keyword search box as shown at right and click ‘Search’
Click on the ‘Register and pay Occupation Taxes Online’ link.
*If you are not logged into your MyInterlinc account, you will be directed to our welcome page as shown at the right.

If you are already logged into MyInterlinc, you will be directed to the ‘Make a Payment’ page. Skip to page 11 of these instructions.
Enter your MyInterLinc user name and password and click on the Login button.
* Select the type of occupation tax your company will be paying. Enter the name of your company.
* Click the ‘Search’ button.
If the company you will be paying taxes for is listed, click on the ‘Select’ link and skip to page 11 of this document to make a payment.

If the company is not listed, you will first need to set up a company profile, as explained on page 3 of this document.
If you are paying more than one type of 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.
The information that you provided when you set up the company profile will automatically pre-fill on this form.

If you need to make changes to this information, you will need to go to the ‘Edit Profile’ tab and make the changes there.
* 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 an itemized explanation.
* Click on the ‘Calc’ button and verify the amounts shown.
Enter your Routing Number and Account Number. This is only required the first time you make an on-line payment. This information will be saved for subsequent payments.

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. If you would like an example, please refer to the FAQs on our website.

Check the box to certify that the information you are providing is true and correct.

Click on the ‘Continue Payment’ button.
You will be directed to enter the locations that are associated with the occupation tax payment.

Enter the first location and click on the ‘Insert’ link. Continue this process until all locations have been entered.

Once all the locations have been listed, click on the ‘Complete Payment’ button.

Once the payment is complete you will be directed to the confirmation screen.
To view your payment history, click on the ‘View History’ tab.

To make another payment for this location, click on the ‘Make A Payment’ tab.

To pay for another business with a different NE Sales Tax ID click on the ‘Unselect’ link at the top of the screen.
To view the payment history, click on the ‘View History’ tab. This will provide you with the status of all your payments.

To view the details of a payment, click on the ‘Select’ link next to the payment detail you would like to view.
To update the company profile you will need to click on the ‘Edit Profile’ tab.

If your business will be reporting 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.