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
Each company will need to set up an account on MyInterlinc. [MyInterlinc Instructions](http://lincoln.ne.gov/city/finance/treas/occ-tax.htm)

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