

# OCCUPATION TAX

## Online Payment Process

City of Lincoln  
City Treasurer's Office

# What Type of Taxes Can I Pay Online?

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>

# Getting Started

\*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.

# Getting Started

\*Payment of taxes along with the monthly/quarterly remittance form is due on or before the 25<sup>th</sup> 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 10<sup>th</sup> 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.

# Paying Your Taxes Online

- \* 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 for Lincoln and Lancaster County, Nebraska. The search bar contains the word "occupation" and is circled in red. The search results show links for ePay Services, Snow Operations, Street Closures and Detours, and Report Potholes. The website also features navigation menus for Residents, Tourism, and Business, and various service links like StarTran Bus Service, Marriage License Search, and Fire Runs.

# Paying Your Taxes Online

Click on the  
'Register and pay  
Occupation Taxes  
Online' link.

**InterLine**

lincoln.ne.gov



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)
- [MyInterLinc 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)

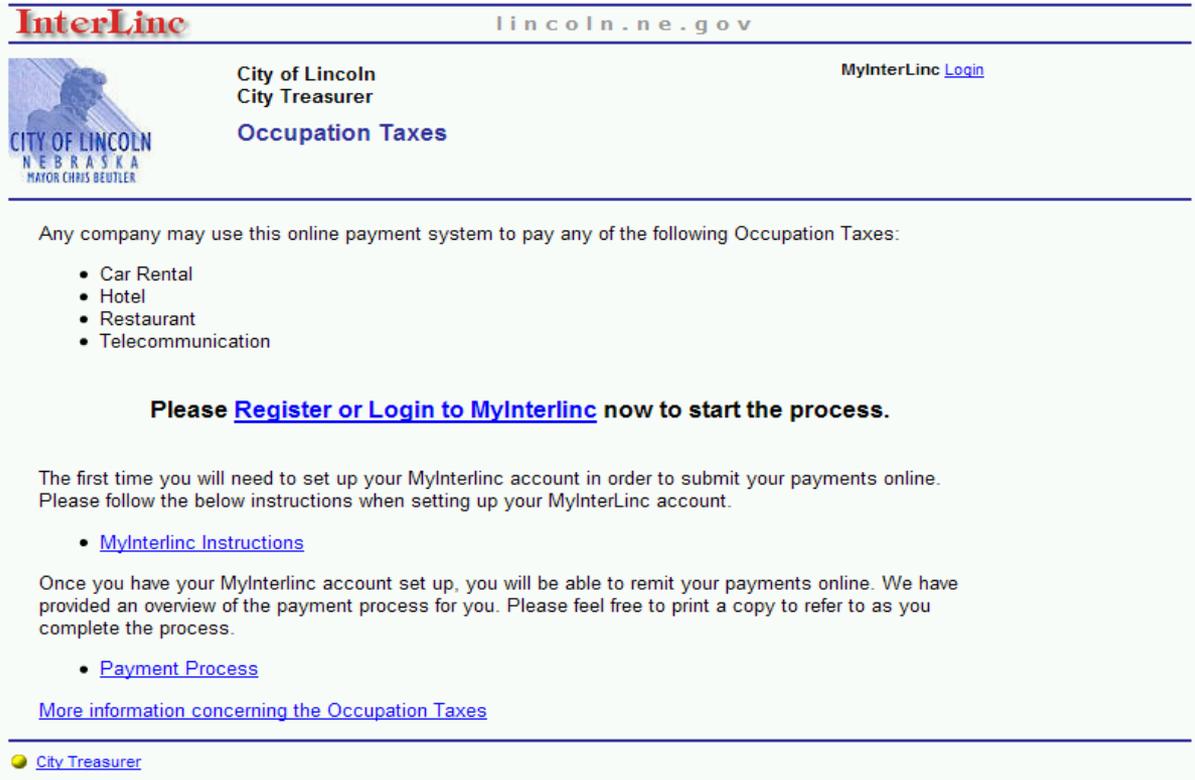
### Restaurant/Bar Occupation Tax

- [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)

# Paying Your Taxes Online

\*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.



The screenshot shows the MyInterLinc website interface. At the top, the 'InterLine' logo is on the left and 'lincoln.ne.gov' is on the right. Below the logo is the City of Lincoln seal and the text 'CITY OF LINCOLN NEBRASKA MAYOR CHRIS BEUTLER'. To the right of the seal, it says 'City of Lincoln City Treasurer' and 'Occupation Taxes'. A 'MyInterLinc Login' link is in the top right corner. The main content area states: 'Any company may use this online payment system to pay any of the following Occupation Taxes:' followed by a bulleted list: 'Car Rental', 'Hotel', 'Restaurant', and 'Telecommunication'. Below this is a bold instruction: 'Please Register or Login to MyInterlinc now to start the process.' Further down, it says: '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.' This is followed by a link to 'MyInterlinc Instructions'. Another paragraph states: '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.' This is followed by a link to 'Payment Process'. At the bottom of the main content area is a link: 'More information concerning the Occupation Taxes'. The footer of the page shows a small globe icon and the text 'City Treasurer'.

# Paying Your Taxes Online

- \* 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

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

The password is case sensitive.

# Your Company Profile

- \* Select the type of occupation tax your company will be paying. Enter the name of your company.
- \* Click the 'Search' button.

The screenshot shows the InterLine website interface. At the top, the logo 'InterLine' is on the left and 'lincoln.ne.gov' is on the right. Below the logo, it says 'City of Lincoln City Treasurer' and 'Occupation Taxes'. On the far right, it says 'User ID: public' with links for 'MyInterLine' and 'Logout'. On the left, there is a logo for 'CITY OF LINCOLN NEBRASKA' with 'MAYOR CHRIS BOSTLER' below it. The main content area is titled 'Find a Profile to Copy'. It features a 'Select Type:' dropdown menu with options: 'Car Rental', 'Hotel', 'Restaurant/Bar', and 'Telecommunication'. The 'Car Rental' option is selected. To the right of the dropdown is an 'Enter Name:' text input field, followed by 'Search' and 'Cancel' buttons. Below the input field, there is an 'or' label and a 'Continue On' button. At the bottom left of the page, there is a 'City Treasurer' link.

# Payment Process

- \* 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.

**InterLine** lincoln.ne.gov

City of Lincoln  
City Treasurer

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

**Occupation Taxes**

**Find a Profile to Copy**

Select Type: Restaurant/Bar Enter Name: Joe Search Cancel

	Business Name	Address
<a href="#">Select</a>	Bagels & Joe	4701 Old Cheney Rd Ste E
<a href="#">Select</a>	Garcia Joe	5200 Bristolwood Ln
<a href="#">Select</a>	Lococo Joe	11801 S 38th St

or Continue On

City Treasurer

# Payment Process Cont..

- \* 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 screenshot shows the City of Lincoln Nebraska City Treasurer's website. The header includes navigation links like 'Find a Department', 'Quick Links', and 'MyInter.Linc'. The main content area is titled 'Occupation Taxes' and features a table with the following data:

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

Below the table, there are three buttons: 'Make a Payment' (circled in red), 'View History', and 'Edit Profile'. A 'Make a Payment' dialog box is open, asking 'WHICH OCCUPATION TAX DO YOU WANT TO PAY?' and listing the following options:

- Car Rental
- Hotel
- Restaurant/Bar
- Telecommunication
- Cancel

# Payment Process Cont..

NE Sales Tax ID	Business Name	Address	
<a href="#">Unselect</a>	111111	Joe's Food	555 S 10 St

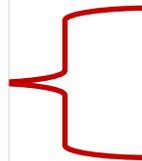
[Make a Payment](#) [View History](#) [Edit Profile](#)

### Make a Payment

#### Monthly Restaurant/Bar Occupation Tax

**Business**  
NE Sales Tax ID #: 111111  
Business Name: Joe's Food  
Address 1: 555 S 10 St  
Address 2:  
City: Lincoln State: NE Zip Code: 68508

**Company Contact**  
Contact Name: Joe Public  
Contact Title: Owner  
Phone: (402) 441-7457  
Email: jpublic@public.com



NE Sales Tax ID	Business Name	Address	
<a href="#">Unselect</a>	111111	Joe's Food	555 S 10 St

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

### Make a Payment

#### Monthly Restaurant/Bar Occupation Tax

**Business**  
NE Sales Tax ID #: 111111  
Business Name: Joe's Food  
Address 1: 555 S 10 St  
Address 2:  
City: Lincoln State: NE Zip Code: 68508

**Company Contact**  
Contact Name: Joe Public  
Contact Title: Owner  
Phone: (402) 441-7457  
Email: jpublic@public.com

**Total Payment for all Locations**  
Computation of Tax Due for: [Select Month] + Year: 2011

(1) Restaurant/Bar Gross Receipts Subject to Tax: per Lincoln Municipal Chapter 3.30	
(2) Adjustments to Restaurant/Bar Gross Receipts: Enter itemized explanation:	I
(3) Taxable Restaurant/Bar Gross Receipts: (Total of Line 1 and Line 2)	0.00
(4) Restaurant/Bar Occupation Tax Due: (2 % of Line 3)	0.00
(5) Interest Due*: (1% per month)	0.00
(6) Previously Assessed Penalty:	
(7) Discount for Paying Monthly: (2 % of Line 4)	0.00
(8) Total Amount Due: (Total of lines 4 through 6 minus line 7)	0.00 <a href="#">Calc.</a>

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

**Banking Information**

J Web 123 Main Street Anytown, USA 12345	0438	1175
PAY TO THE ORDER OF: <b>SAMPLE</b> \$		
EXCELLENT		
123456789	1234567890123	1175
Routing Number	Account Number	Check Number (not used)

Routing Number:   
Account Number:

**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: Joe Public  
Title: Owner

I hereby certify that the foregoing is a true and correct statement of all taxable Hotel collections for the City of Lincoln according to Chapter 3.28 of the Lincoln Municipal Code, as shown by the records of the above named company.

Date Created: 3/10/2011 Last Update: 3/10/2011 Status: Pending

[Continue Payment](#) [Cancel](#)

- \* 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.

# Payment Process Cont..

**Total Payment for all Locations**  
Computation of Tax Due for:  \* Year:

(1) Restaurant/Bar Gross Receipts Subject to Tax:  
per Lincoln Municipal Chapter 3.30

(2) Adjustments to Restaurant/Bar Gross Receipts:  
Enter itemized explanation:

(3) Taxable Restaurant/Bar Gross Receipts:  
(Total of Line 1 and Line 2)

(4) Restaurant/Bar Occupation Tax Due:  
(2 % of Line 3)

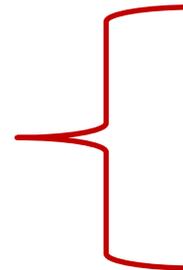
(5) Interest Due\*: (1% per month)

(6) Previously Assessed Penalty:

(7) Discount for Paying Monthly:  
(2 % of Line 4)

(8) Total Amount Due:  
(Total of lines 4 through 6 minus line 7)

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



- \* 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.

NE Sales Tax ID: 111111 Business Name: Joe's Food Address: 555 S 10 St

Make a Payment Show History Edit Profile

**Make a Payment**  
Monthly Restaurant/Bar Occupation Tax

**Business**  
NE Sales Tax ID #: 111111  
Business Name: Joe's Food  
Address 1: 555 S 10 St  
Address 2:  
City: Lincoln State: NE Zip Code: 68508

**Company Contact**  
Contact Name: Joe Public  
Contact Title: Owner  
Phone: (402) 441-7457  
Email: joe@joesbar.com

**Total Payment for all Locations**  
Computation of Tax Due for:  \* Year:

(1) Restaurant/Bar Gross Receipts Subject to Tax:  
per Lincoln Municipal Chapter 3.30

(2) Adjustments to Restaurant/Bar Gross Receipts:  
Enter itemized explanation:

(3) Taxable Restaurant/Bar Gross Receipts:  
(Total of Line 1 and Line 2)

(4) Restaurant/Bar Occupation Tax Due:  
(2 % of Line 3)

(5) Interest Due\*: (1% per month)

(6) Previously Assessed Penalty:

(7) Discount for Paying Monthly:  
(2 % of Line 4)

(8) Total Amount Due:  
(Total of lines 4 through 6 minus line 7)

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

**Banking Information**

J. Public  
123 Main Street  
Anytown, USA 12345 DATE: 11/75

PAY TO THE ORDER OF: \$

MEMO: EXCL. LAHS

⑆12345678⑆⑆12345678⑆0123⑆1175

Routing Number Account Number Check Number (not used)

Routing Number:

Account Number:

**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: Joe Public  
Title: Owner

I hereby certify that the foregoing is a true and correct statement of all taxable Hotel collections for the City of Lincoln according to Chapter 3.28 of the Lincoln Municipal Code, as shown by the records of the above named company.

Date Created: 3/10/2011 Last Update: 3/10/2011 Status: Pending

# Payment Process Cont..

- \* 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 25<sup>th</sup> 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.

**Banking Information**

J. Web  
123 Main Street  
Anytown, USA 12345 STATE 1175

PAY TO THE ORDER OF \$

123456789 1234567890123 1175

Routing Number Account Number Check Number (not used)

Routing Number:

Account Number:

**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: Joe Public  
Title: Owner

I hereby certify that the foregoing is a true and correct statement of all taxable Hotel collections for the City of Lincoln according to Chapter 3 28 of the Lincoln Municipal Code, as shown by the records of the above named company.

Date Created: 3/10/2011 Last Update: 3/10/2011 Status: Pending

NE Sales Tax ID Business Name Address  
111111 Joe's Food 555 S 10 St

Make a Payment View History Edit Profile

**Make a Payment**

**Monthly Restaurant/Bar Occupation Tax**

**Business**  
NE Sales Tax ID # 111111  
Business Name: Joe's Food  
Address 1: 555 S 10 St  
Address 2:  
City: Lincoln State: NE Zip Code: 68508

**Company Contact**  
Contact Name: Joe Public  
Contact Title: Owner  
Phone: (402) 441-7457  
Email: public@public.com

**Total Payment for all Locations**  
Computation of Tax Due for: Select Month Year: 2011

(1) Restaurant/Bar Gross Receipts Subject to Tax: per Lincoln Municipal Chapter 3 28	
(2) Adjustments to Restaurant/Bar Gross Receipts: Enter itemized explanation: I	
(3) Taxable Restaurant/Bar Gross Receipts: (Total of Line 1 and Line 2)	0.00
(4) Restaurant/Bar Occupation Tax Due: (2 % of Line 3)	0.00
(5) Interest Due*: (1% per month) (2 % of Line 4)	0.00
(6) Previously Assessed Penalty:	
(7) Discount for Paying Monthly: (2 % of Line 4)	0.00
(8) Total Amount Due: (Total of lines 4 through 6 minus line 7)	0.00

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

**Banking Information**

J. Web  
123 Main Street  
Anytown, USA 12345 STATE 1175

PAY TO THE ORDER OF \$

123456789 1234567890123 1175

Routing Number Account Number Check Number (not used)

Routing Number:

Account Number:

**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: Joe Public  
Title: Owner

I hereby certify that the foregoing is a true and correct statement of all taxable Hotel collections for the City of Lincoln according to Chapter 3 28 of the Lincoln Municipal Code, as shown by the records of the above named company.

Date Created: 3/10/2011 Last Update: 3/10/2011 Status: Pending

# Multiple Locations

- \* 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.

Find a Department Quick Links MyInterLinc Site Map Full Site Keyword Search Go XYZ Corporation | Logout

CITY OF LINCOLN NEBRASKA MAYOR CHRIS BEUTLER City Treasurer

lincoln.ne.gov Finance Department City Treasurer Occupation Taxes

## Occupation Taxes

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

Make a Payment View History Edit Profile

### Locations

#### Monthly Restaurant/Bar Occupation Tax

Computation of Tax Due for: December 2014 Pending

	Business Name	Address	City	State	Zip Code	Phone
Edit	xyzCorp	6807 S 52nd	Lincoln	NE	68516	(402) 111-1111
Insert	<input type="text"/>	<input type="text"/>	<input type="text" value="Lincoln"/>	<input type="text" value="NE"/>	<input type="text"/>	<input type="text" value="(402)"/>

Complete Payment

CITY OF LINCOLN NEBRASKA

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LINCOLN NEBRASKA COMMERCE

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# View History

- \* 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.



## Occupation Taxes

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

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

### Locations

#### Monthly Restaurant/Bar Occupation Tax

Computation of Tax Due for: December 2014

Pending

#### Payment Completed

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

[View Payment](#)

[View History](#)

# View History

- \* 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.

The screenshot displays the City of Lincoln City Treasurer's website. The header includes the city logo and navigation links. The main content area is titled 'Occupation Taxes' and features a table with the following data:

NE Tax ID	Business Name	Address
<a href="#">Unselect</a> 12-0123456	Joe's Food	555 S 10th St

Below the table are buttons for 'Make a Payment', 'View History', and 'Edit Profile'. The 'View History' button is active, leading to a 'Payment History' section with the following table:

Tax Type	Tax Month	Payment Date	Posted Date	Total	Type	Status
<a href="#">Select</a> Monthly	Jan 2011	2/10/2010	-	\$24.19	ACH	Pending

# Edit Profile

- \* 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.

The screenshot shows the 'City of Lincoln Nebraska' MyLincoln portal. The header includes navigation links like 'Find a Department', 'Quick Links', and 'MyLincoln Site Map'. The main content area is titled 'City Treasurer' and 'Occupation Taxes'. A table lists business profiles with columns for 'NE Sales Tax ID', 'Business Name', and 'Address'. The selected profile is 'XYZ Corporation' with tax ID '12345678' and address '12345 E Elm St'. Below the table are buttons for 'Make a Payment', 'View History', and 'Edit Profile'. The 'Update Profile' form contains sections for 'Business' (Sales Tax ID, Business Name, Address, City, State, Zip), 'Company Contact' (Name, Title, Phone, Email), 'Your Information' (First Name, Last Name, Title), and 'Occupation Taxes' (Car Rental, Hotel, Restaurant/Bar, Telecommunication). The 'Occupation Taxes' section has radio buttons for 'None' and 'Monthly', with 'Monthly' selected for Car Rental, Hotel, and Restaurant/Bar. The 'Restaurant/Bar' section also has a 'Quarterly' option and a 'Term Date' of 2/27/2016. At the bottom, there are 'Update' and 'Cancel' buttons and a status line: 'Date Created: 2/27/2015 3:34:53 PM Last Update: 2/27/2015 3:34:53 PM Status: A'.