



Intro to Filing on Localgov

The image displays the Localgov website interface across three devices: a desktop monitor, a tablet, and a smartphone. The desktop monitor shows the main navigation menu with 'Tax Forms', 'Tax Filings', and 'Businesses'. Below the navigation is a search bar and a 'Filters' section with dropdowns for 'Filing Date', 'Filing Period', and 'Paid Status'. A table of tax filings is displayed with columns for Form, Business, Status, Reference ID, Filing Date, and Filing Period. The tablet and smartphone show the same interface scaled to fit their respective screens.

Form -	Business	Status	Reference ID	Filing Date	Filing Period	
Citytown Food and Beverage Tax Food & Beverage	Steakhouse 3317 1234 cockamimie drive unit 3450 Sassafress, MN 63927-4678	Not Paid <input checked="" type="checkbox"/> \$400.65	38928732	05/11/2018	April - 2018	
Citytown Sales Tax Sales Tax	Florist 1234 cockamimie drive unit 3450 Sassafress, MN 63927-4678	Paid <input checked="" type="checkbox"/> \$400.65	02738563	05/20/2018	Jun - 2018	
Citytown Sales Tax Sales Tax	Jeweler 1234 cockamimie drive unit 3450 Sassafress, MN 63927-4678	Paid <input checked="" type="checkbox"/> \$400.65	292645022	06/33/2018	Jun - 2018	
Citytown Sales Tax	Dog Pound	Not Paid <input checked="" type="checkbox"/>	747205638	07/11/2018	Jul - 2018	
Citytown Food and Beverage Tax for...	Steakhouse	Not Paid <input checked="" type="checkbox"/>	26374955	05/11/2018	Jun - 2018	

Intro: Localgov Taxpayer Portal



Localgov is organized using a main navigation pages as seen below. You will land on the My Businesses page upon logging in.

1. Submit Forms
2. Filings
3. My Businesses

The screenshot shows the 'My Businesses' page in the Localgov Taxpayer Portal. On the left is a dark sidebar with the Localgov logo and navigation options: 'Submit Forms', 'Filings', and 'My Businesses' (highlighted). Below the sidebar are contact details: '(877) 842-3037', 'service@localgov.org', and links for 'Terms' and 'Privacy Policy'. The main content area has a top navigation bar with 'My Account', 'User Guide', 'Log Out', and a notification bell. The page title is 'Businesses'. Below the title is a paragraph explaining that this is a list of all businesses and that users must add business details to submit filings. An 'Add a Business' button is located in the top right. Below the text is a table with columns for Business Name, DBA, and Business Address 1. The table contains three rows of business data.

	Business Name	DBA	Business Address 1
	Bonanza Fuel, LLC	Bonanza Fuel, LLC	P.O. Box 1129
	El Burrito Loco Of Crest Hill Inc	El Burrito Loco Of Crest Hill Inc	1659 Plainfield Rd
	Tribal & Indigenous Consulting, LLC	Tribal & Indigenous Consulting, LLC	502 Jackboot Street
	TWO NINE INVESTMENTS, LLC	TWO NINE	2105 S. Taylor

Taxpayers: Managing Businesses



Taxpayers can add a business from the Amarillo business list.

- Add a business
- View business details
- Delete a business
- Pre-fill selected forms with business information

Businesses

This is a list of all your businesses. You must add your business details in order to submit a filing successfully through Localgov. Please click the "Add a Business" button to search for the government your business submits filings in and then search for your business name. If you are a new business that needs to register with a local government, please submit the appropriate registration form through Localgov.

If you don't see your business or need to update the records we have on file, please call Localgov Customer Service at (877) 842-3037 or email us at service@localgov.org and we will assist you.

[Add a Business](#)

	Business Name ▼	DBA ^ ▼	Business Address 1
	Bonanza Fuel, LLC	Bonanza Fuel, LLC	P.O. Box 1129
	El Burrito Loco Of Crest Hill Inc	El Burrito Loco Of Crest Hill Inc	1659 Plainfield Rd
	Tribal & Indigenous Consulting, LLC	Tribal & Indigenous Consulting, LLC	502 Jackboot Street
	TWO NINE INVESTMENTS, LLC	TWO NINE INVESTMENTS, LLC	2105 S. Taylor

Taxpayers: Adding a Business



- Click on the “My Businesses” page.
- Click “Add a Business.”
- Search for Fort Worth.
- Search or select your business from the drop-down list.

Add a Business

Follow these steps to add a business:

1. Search for the government your business submits filing for.
2. Search for your business name in the drop-down.
3. Select your business to save it to your account.
4. You will then be able to pre-fill your filing form with this business information.

If you don't see your business or need to update the records we have on file, please call Localgov Customer Service at (877) 842-3037 or email us at service@localgov.org and we will assist you.

Government Name

City of Fort Worth, Texas × ▼

Business Details

Search by (DBA, Business Address 1)... ▼

Add Business

Taxpayers: Delete, View, or Update Business Records



- To **delete** a business, click on the delete button.
- To **view** business information and required forms, click the magnifying glass icon.
- To **update** business information, contact Localgov customer service and we will update the city's official business records.

		Business Name	DBA ^
		7-Eleven Inc	7-Eleven #

Taxpayer: Submit forms



On this page, taxpayers can search for the local government their establishment is filing in and select the form to file.

1. Click search box
2. Type government name
3. Select government
4. Select form for filing

Forms

Select the government below and then choose the form you want to start filing

A search box containing the text 'City of Fort Worth, Texas'. To the right of the text is a small 'x' icon for clearing the search and a downward-pointing triangle icon for a dropdown menu.

- [Hotel Occupancy Tax Registration Form \(Short-Term Rentals\)\(Annual Renewal\)](#)
- [Hotel Occupancy Tax Registration Form \(Short-Term Rentals\)\(New Registration\)](#)
- [Hotel Occupancy Tax Registration \(Hotels\)\(One-Time\)](#)
- [Hotel Occupancy Tax Form \(Monthly\)](#)

Taxpayers: How to “Prefill” Filing Form



Taxpayers can choose the business from the drop-down to populate the business information on the selected form.

1. By searching or using the drop-down, select which business to prefill the form with.
2. Click “Next.”
3. You will not be able to edit the business information. If you need your records updated, contact Localgov customer service.

A screenshot of a web application dialog box titled "Choose your business". The dialog box has a close button (X) in the top right corner. The main text reads: "Choose the business from the drop-down that you would like to pre-fill on the Places for Eating Tax Monthly Remittance Form (English) form." Below this text is a search input field with the placeholder text "Search by DBA/Address or Select from Drop-Down" and a dropdown arrow on the right. Underneath the search field, there is a section titled "If your business not listed:" followed by the text: "Please click 'Add a Business' below to add your business. Once added, please re-attempt to submit this form and you will be able to pre-fill the form with your business information." At the bottom of the dialog box, there are two buttons: "Add a Business" (in blue text) and "Cancel" (in a white button with a blue border). To the right of the "Cancel" button is a "Next" button (in a grey button with white text).

Taxpayers: Submit a Filing & Payment



After selecting the form to file on the Submit Forms page, taxpayers can complete and submit their forms.

1. Choose form
2. Select “Prefill form”
3. Fill out all required fields
4. Upload any required documents
5. See tax and late fees due
6. Preview filing before submitting
7. Pay and submit

Hotel Occupancy Tax Form (Monthly)

- ✓ Instructions
- 2 Basic Info
- 3 Tax Info
- 4 Preview

Basic Info

Filing Period

Filing Period *

This field is required

Legal Business Name *

This is the official legal name of your property as registered with under an LLC or incorporated entity, please use the full legal name. If you are not registered as an LLC or incorporated entity, please enter

This field is required

Taxpayers: Paying through Localgov



Make instant, secure payments and access your payment history

- Upon submitting your filing, you may be required to submit a payment.
- Payment options include ACH and CC/Debit Card.
- Your business banking account may require pre-authorization for online ACH debits. Below is your CCD number to give your bank for debit authorizations prior to your first ACH payment.
- CCD # for Amarillo: **011114519.**

File and Pay

Filing Summary

Reference Id:	AAAKTOAC
Local Government:	City of Fort Worth, Texas
Form Title:	Hotel Occupancy Tax Form (Monthly)
Date of Filing:	12/20/2023
Due Date:	06/26/2023
Total Due:	\$54.70

Payment Method

- Saved Payment Methods
- New Checking Account

Taxpayers: View Filing Page



Here you will find your history of submitted filings

- Taxpayers can search or filter to find past filings.
- See payment status and other filing information.
- Continue or delete a filing draft.
- Confirmation PDFs will be sent to the taxpayer's email upon submission of filings.
- Download PDFs from the tax filing tab for record keeping.

Filings

This is a history of your submitted filings.

PDF	Filing Frequency	Payment Status	
	Monthly	Declined	...
	Monthly	Funded	

Localgov Customer Service

Our team will support taxpayers with all registration and filing request

- It's our goal to make customers feel heard, respected, and helped as efficiently as possible.
- We build real rapport with customers while increasing their knowledge about using Localgov.
- No long hold times or chat bots. Instead, we offer live, one-on-one support.



Contact Customer Service

Email: service@localgov.org

Call: (877) 842-3037

Submit a Support Ticket: localgov.org/support

Book a Personal Training: localgov.org/training

