

Business Tax e-File/e-Pay System



User Guide

Business Tax e-File/e-Pay System
User Guide

Table of Contents

Introduction 1

System Access 1

 Login Page 1

 Tax Type Selection 2

Privilege License 3

 Privilege License Classifications 3

 Privilege License Confirmation Page 4

Business Tax Returns 5

 Return Filing 5

 Business Tax Confirmation Page 6

Tax Payment 7

 Tax Due Detail 7

 Payment Screen 8

Business Tax e-File/e-Pay System User Guide

Introduction

The Business Tax Online e-File/e-Pay System is a secured web-based application designed for online filing and payment of privilege licenses, beer and wine licenses, taxicab licenses, room occupancy tax, prepared food & beverage tax, short-term vehicle rental tax, and heavy equipment rental tax.

System Access

Login Page



WELCOME TO MECKLENBURG COUNTY BUSINESS TAX AND LICENSE PAYMENT SITE

Payments can be made for the following types of taxes: Privilege Licenses, Beer & Wine, Taxicabs, Room Occupancy, Prepared Food & Beverage, Vehicle Rental or Heavy Equipment.

To make a payment, please enter your account information:

Account Information

Account #:

PIN:

Name Change, Closing, Transferring or Selling Business
The Business Tax Collections Office must be notified forty-eight (48) hours in advance of business operations ceasing, or a change in name, address, or ownership.

Change in License, Questions or Additional Information
For any changes in your license, or should you have any questions or require additional information, please contact the Business Tax Collections Office by phone at 704-432-4200 or via e-mail at taxbusiness@MecklenburgCountyNC.gov

For customer service call Business Tax Collections Office at 704-432-4200. Email: taxbusiness@mecklenburgcountync.gov FAQ ?

This page supports 128-bit encryption as verified by GeoTrust.

System access requires a matching account number and Personal Identification Number (PIN) combination.

A frequently asked questions (FAQ) button is provided in the lower-right corner of the page. This button is available throughout the system and provides answers to the most frequently asked customer questions.

Business Tax e-File/e-Pay System User Guide

Tax Type Selection



Mecklenburg County, NC
Business Tax Collections



Tax Type Selection

COMPANY NAME (9999)
100 MAIN ST CHARLOTTE, NC 28202

Your account has multiple tax types.
Select the type you want to process.

Tax Type:

Click Continue

For customer service call Business Tax Collections Office at 704-432-4200. Email: taxbusiness@mecklenburgcountync.gov [FAQ](#)

This page supports 128-bit encryption as verified by GeoTrust.

Upon successful login, if your account has both a business tax return and a privilege license, you will be prompted to select the tax type to process. Select the appropriate tax type and click the Continue button to navigate to the next page.

Business Tax e-File/e-Pay System User Guide

Privilege License

Privilege License Classifications



COMPANY NAME (9999)
100 MAIN ST CHARLOTTE, NC 28202

Your license has **2 estimated classifications**. The information for both classifications must first be submitted before payment information is displayed. When paying on-line, payment is due in full. No partial payments are accepted through this process.

Estimated Classification

2008 - 2009 - ALL BUSINESS, TRADES, PROFESSIONS
2010 - 2011 - ALL BUSINESS, TRADES, PROFESSIONS

Gross Receipts

For customer service call Business Tax Collections Office at 704-432-4200. Email: taxbusiness@mecklenburgcountync.gov

FAQ

This page supports 128-bit encryption as verified by GeoTrust.

If your account has estimated privilege license classifications, the privilege license classification page will display. Instructions and the number of estimated classifications found will be displayed in the paragraph below the account information. The list of estimated classifications displays the license year and classification description. Either a gross receipt amount or unit count will be available for data entry depending on the classification selected. Information for all classifications must be entered before the Submit button will navigate to the confirmation page.

Business Tax e-File/e-Pay System User Guide

Privilege License Confirmation Page



Mecklenburg County, NC
Business Tax Collections



COMPANY NAME (9999)
100 MAIN ST CHARLOTTE, NC 28202

You have entered the following return information:

Classification	Computation Tax	Amount
2008 - 2009 - ALL BUSINESS, TRADES, PROFESSIONS	Gross Receipts	\$135,000.25
2010 - 2011 - ALL BUSINESS, TRADES, PROFESSIONS	Gross Receipts	\$130,000.25

I hereby certify that I have examined my entries. To the best of my knowledge and belief, this is a true and complete application submitted in good faith covering the year(s) specified. This application is in accordance with the records of the reporting taxpayer.

PIN Signature

For customer service call Business Tax Collections Office at 704-432-4200. Email: taxbusiness@mecklenburgcountync.gov

FAQ

This page supports 128-bit encryption as verified by GeoTrust.

Upon successful entry of all estimated classification data, the confirmation page will display a list of all information submitted. You will confirm the entry by checking the certification checkbox and entering your PIN.

Business Tax e-File/e-Pay System User Guide

Business Tax Returns

Return Filing



COMPANY NAME (9999)
100 MAIN ST CHARLOTTE, NC 28202

Your account has **1 missing return**. The information for this return must first be submitted before payment information is displayed. When paying on-line, payment is due in full. No partial payments are accepted through this process. If there are multiple missing returns, all returns must be paid in full.

Missing Return

Prepared Food & Beverage 5/23/2011

Gross retail receipts (excluding sales tax)

Non-prepared food/beverage receipts

I collected Excess Tax in this period

For customer service call the Business Tax Collections Unit at 704-432-4200. Email: taxbusiness@mecklenburgcountync.gov

FAQ

This page supports 128-bit encryption as verified by GeoTrust.

If your account has missing business tax returns, the business tax return filing page will display. Instructions and the number of missing returns will be displayed in the paragraph below the account information. The list of missing returns will display the return type and due date. The appropriate return fields will display based on the return type selected. Information for all returns must be entered before the Submit button will navigate to the confirmation page.

If you collected excess tax for a particular return period, click the "I collected Excess Tax in this period" button. The Excess Tax Amount field will display for you to enter the excess tax amount.

Business Tax e-File/e-Pay System User Guide

Business Tax Confirmation Page



COMPANY NAME (9999)
100 MAIN ST CHARLOTTE, NC 28202

You have entered the following return information:

Return Type	Return Date	Computation Tax	Amount
Prepared Food & Beverage	10/20/2010	Gross retail receipts (excluding sales tax)	\$12,000.00
		Non-prepared food/beverage receipts	\$0.00
		Excess tax collected	\$0.00
Prepared Food & Beverage	9/20/2010	Gross retail receipts (excluding sales tax)	\$9,000.00
		Non-prepared food/beverage receipts	\$0.00
		Excess tax collected	\$0.00
Prepared Food & Beverage	8/20/2010	Gross retail receipts (excluding sales tax)	\$8,235.25
		Non-prepared food/beverage receipts	\$0.00
		Excess tax collected	\$0.00
Prepared Food & Beverage	7/20/2010	Gross retail receipts (excluding sales tax)	\$9,230.25
		Non-prepared food/beverage receipts	\$0.00
		Excess tax collected	\$0.00
Prepared Food & Beverage	6/21/2010	Gross retail receipts (excluding sales tax)	\$7,750.58

I hereby certify that I have examined my entries. To the best of my knowledge and belief, this is a true and complete return submitted in good faith covering the month(s) specified. This return is in accordance with the records of the reporting taxpayer.

PIN Signature

For customer service call Business Tax Collections Office at 704-432-4200. Email: taxbusiness@mecklenburgcountync.gov

FAQ

This page supports 128-bit encryption as verified by GeoTrust.

Upon successful entry of all tax returns, the confirmation page will display a list of all information submitted. You will confirm the entry by checking the certification checkbox and entering your PIN.

Business Tax e-File/e-Pay System User Guide

Tax Payment

Tax Due Detail



Mecklenburg County, NC
Business Tax Collections



COMPANY NAME (9999)
100 MAIN ST CHARLOTTE, NC 28202

Tax Detail		
Business Tax / License	Line Item	Amount
2010 - 2011 : Privilege License		
	City Tax	\$46.50
	City Interest	\$11.63
	Current Due	\$58.13
Prepared Food & Beverage		
	Prepared Food & Beverage Tax	\$359.51
	Monthly Penalty	\$65.19
	Monthly Interest	\$9.78
	One-time Penalty	\$46.22
	Current Due	\$480.70

Select Continue to proceed with payment...



For customer service call Business Tax Collections Office at 704-432-4200. Email: taxbusiness@mecklenburgcountync.gov

FAQ

This page supports 128-bit encryption as verified by GeoTrust.

Upon successful login to an account not requiring any filing information or successful e-filing of estimated classifications and/or business tax returns, the tax due detail page will display a breakdown of the amount due for your account.

Business Tax e-File/e-Pay System User Guide

Payment Screen

The payment screen lists the steps necessary to make a payment on the upper right-hand portion of the page. A check list box displays the license(s) and/or tax returns with the amounts due. You have the ability to select which license or return to pay. Selecting the pay type will display the *Make A Payment* button. Selecting the payment button will navigate to the payment site for completing the payment transaction.