Navigate to
http://cityservices.baltimorecity.gov/paysys/

Select **Short Term
Residential Rental Tax**
(Fig. 1)

Online Payments and Account Lookup

Baltimore City now offers customers the ability to pay online via credit card or a personal/business checking account. Online payments are available 24 hours a day, 7 days a week. Avoid the lines and pay online!

Checking account payments are FREE! Please have your checking account number and routing number ready.

Credit card payments require a **Convenience Fee.** View our NEW and LOWER fee schedule Please have your credit card number available.

To begin, look up your account information by clicking one of the links below. Once you look up your account information, you will be re-directed to a secure payment site.

- Beverage Container Tax
- City Dynamics
- Environmental Control
- Food Licensing
- Hotel/Motel Tax
- Lien Certification
- Lobbyist Activity
- Metered Water
- Miscellaneous Billing
- Parking Garage/Lot Taxes
- Passenger for Hire (Taxi Tax)
- Permits, Licensing or Registration
- Personal Property
- Real Property
- Real Property Tax (Part Year)
- Short Term Residential Rental Tax

Figure 1.

You will be redirected to the **MUNIS Self Service** website *(Fig.2)*

Select **LOG IN**

Figure 2.

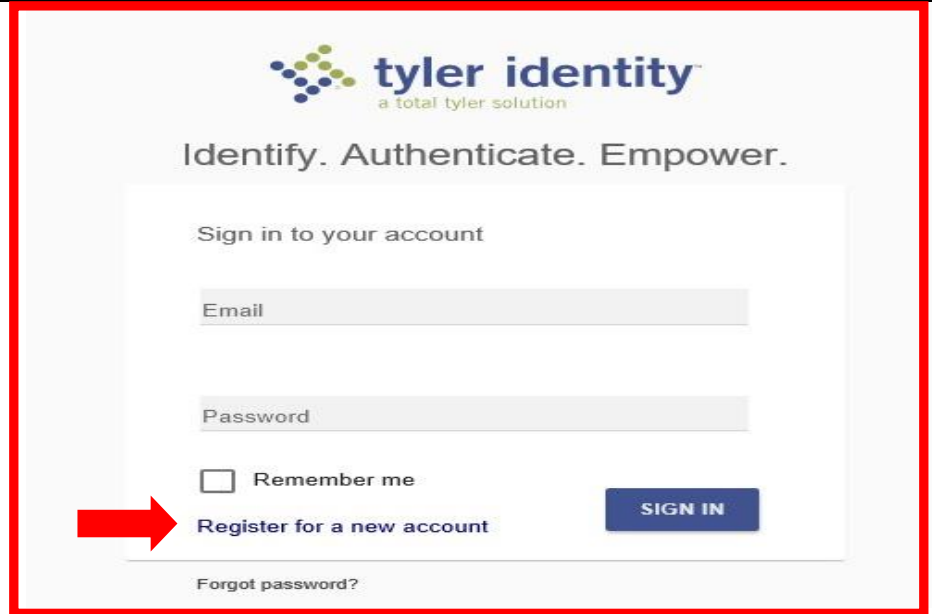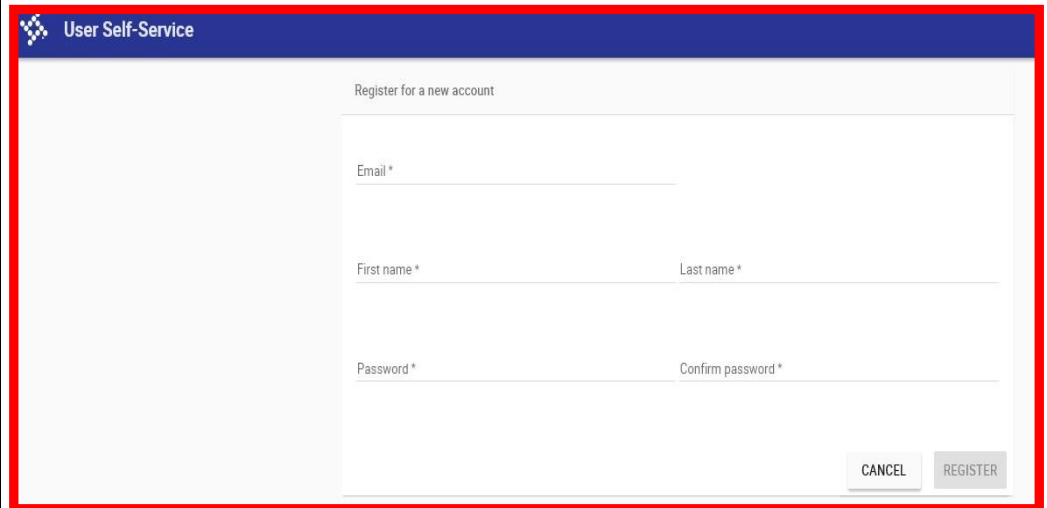|	
<u>All Customers must register for a new account</u> Select the **Register for a new account** hyperlink **(Fig. 3)**	 **Figure 3.**
The **User Self-Service** screen will appear **(Fig. 4)**	 **Figure 4.**

Enter the Required Fields:
- Email address*
- First Name*
- Last Name*
- Password*
- Confirm Password*

Select **Register** *(Fig. 5)*

==*ALL ENTERED EMAIL ADDRESSES WILL BE VALIDATED*==

Figure 5.

A ***Registration Complete*** notice will display *(Fig. 6)*

A confirmation link will be sent to your email address.

*NOTE: Due to cybersecurity restrictions, it may take 15 minutes or more before you receive the *confirmation link*. Be sure to check your junk email. **DO NOT ATTEMPT TO RE-REGISTER.**

Figure 6.

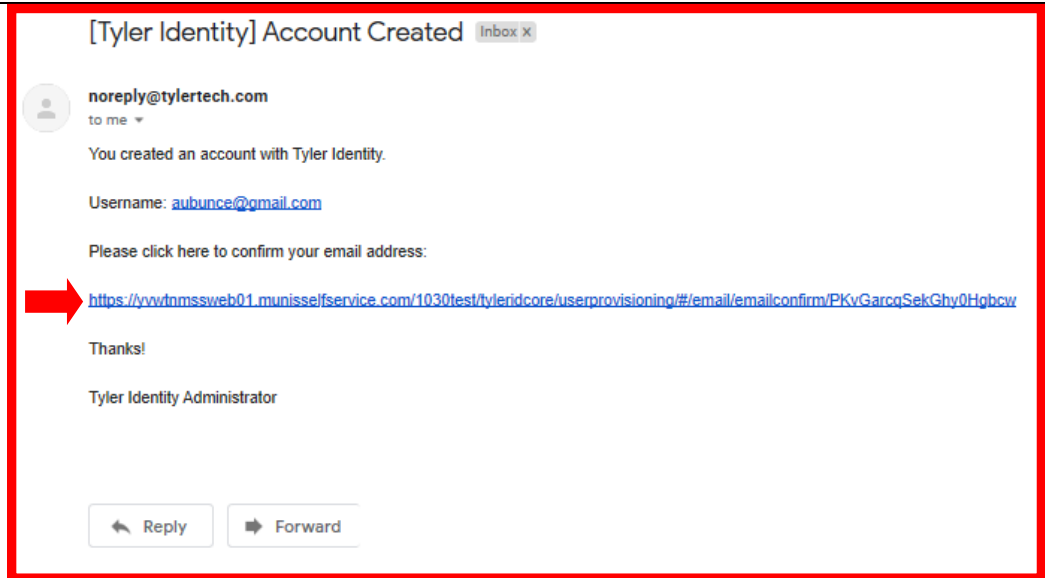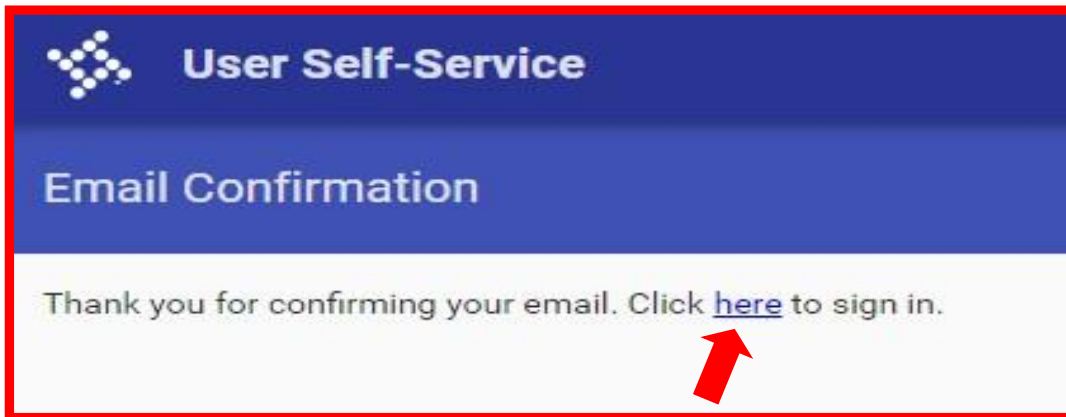|	
Registered customers will receive a **[Tyler Identity] Account Created** email that includes the confirmation link *(Fig. 7)* Select the **hyperlink** to confirm your email address *(Fig. 7)*	 **Figure 7.**
You will be re-routed back to the User Self-Service screen *(Fig. 8)* Select the **here** hyperlink to sign into the CSS Portal.	 **Figure 8.**

Congratulations, your new Registration is complete!!! Now, you will need to ***Sign in to your account*** to link your Short-Term Residential Rental Tax account(s), in order to file your monthly reports ***(Fig. 9)***	 **Figure 9.**
. Enter your registered email address and password Select **SIGN IN** *(Fig. 10)*	 **Figure 10.**
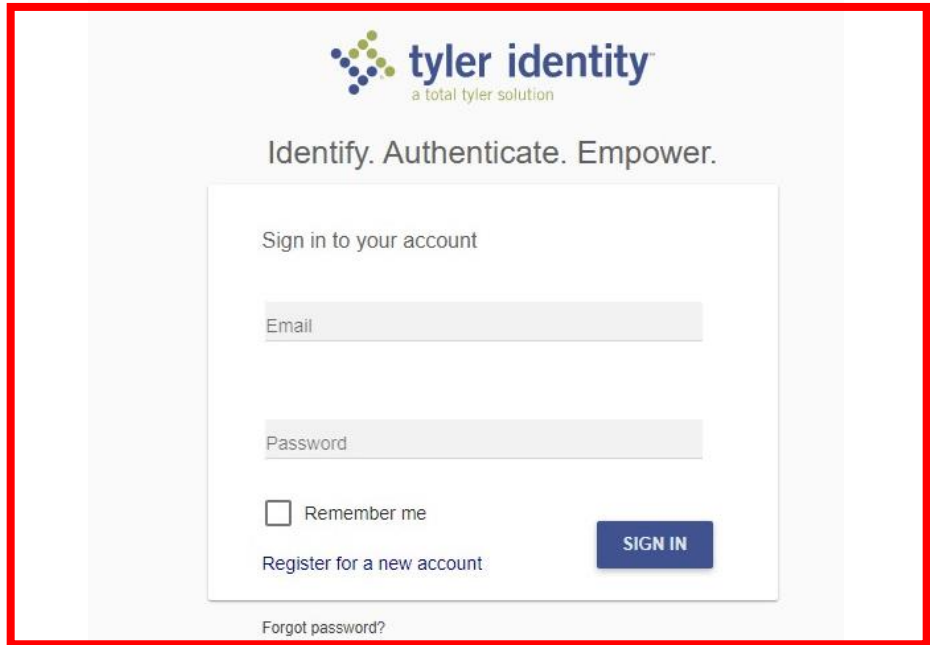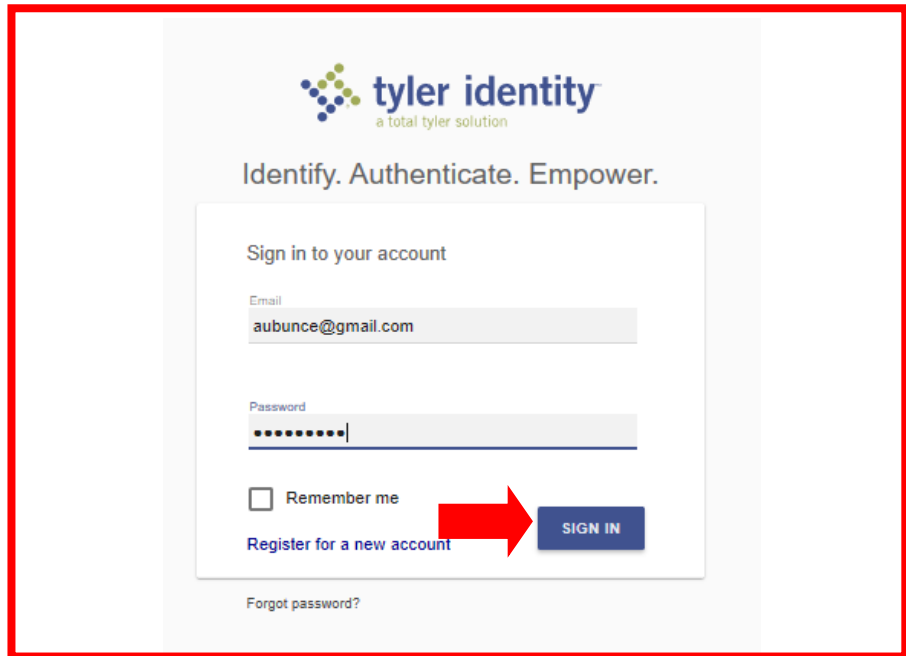
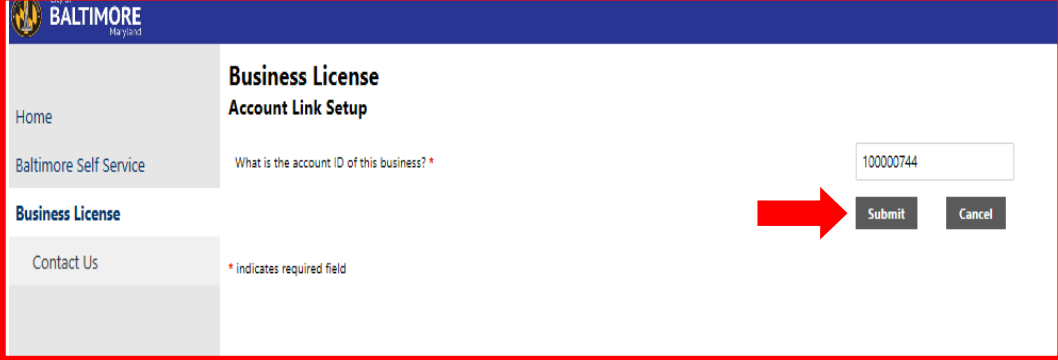|	
Your *Account Settings* screen displays. Select the **link to account** hyperlink to connect your Short-Term Residential Rental account(s) *(Fig. 11)*	 **Figure 11.**
The **Business License Account Link Setup** screen displays. Enter the Short-Term Residential Rental Account ID number that is associated with your business *(Fig. 12)*	 **Figure 12.**
Select **Submit** *(Fig. 13)*	 **Figure 13.**

The newly entered Short-Term Residential Rental Account ID appears under the ***Business License Accounts,*** on the **Account Settings** screen *(Fig. 14)* Repeat the **Link to Account** process for each additional Short-Term Residential Rental Account ID (if any) Select the **Go To Module Homepage** hyperlink *(Fig. 14)*	 **Figure 14.**
Business License Search Bills screen displays *(Fig. 15)* Select **Accounts**	 **Figure 15.**
Business License Linked Accounts screen displays *(Fig. 16)* Select the **Enter Filing** hyperlink to file your monthly gross receipts	
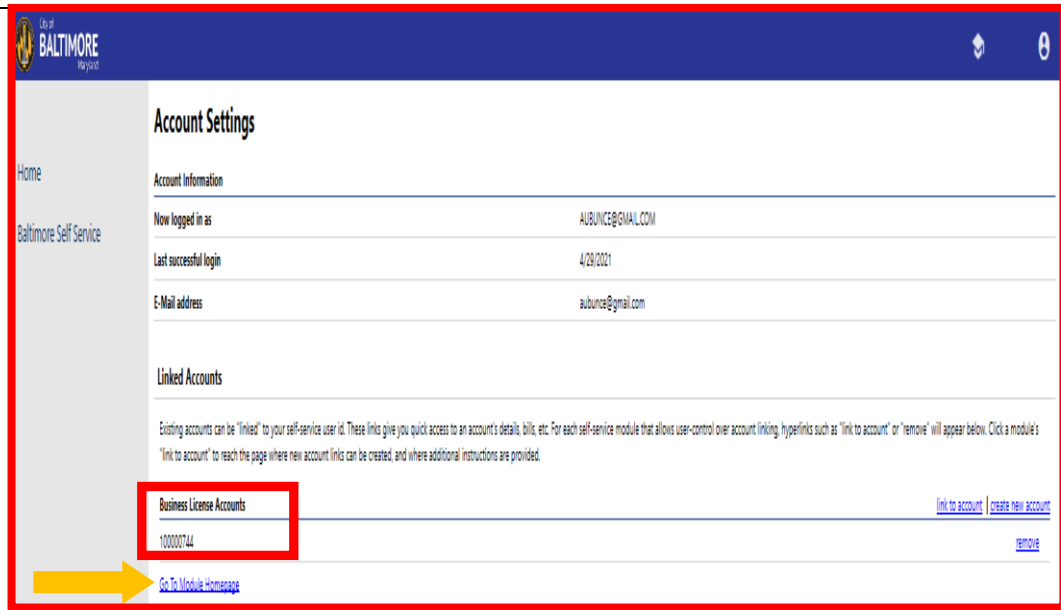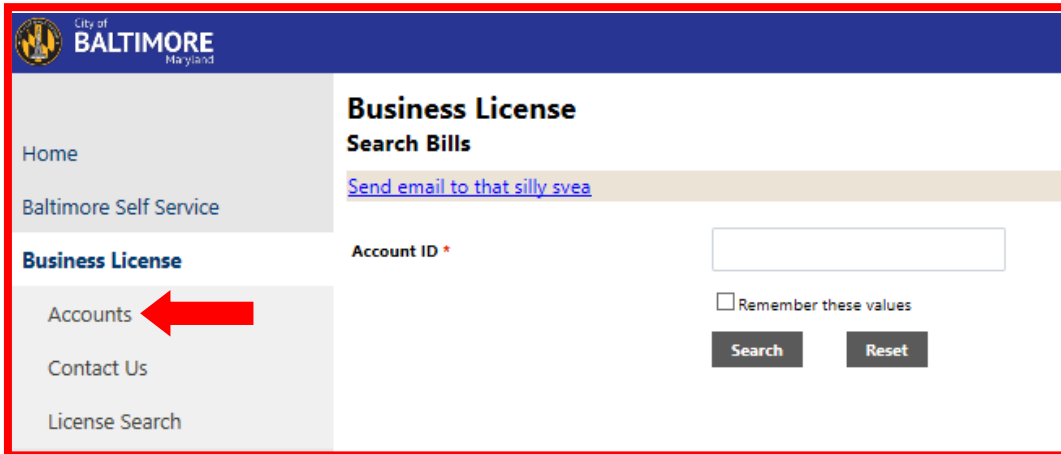
Figure 16.
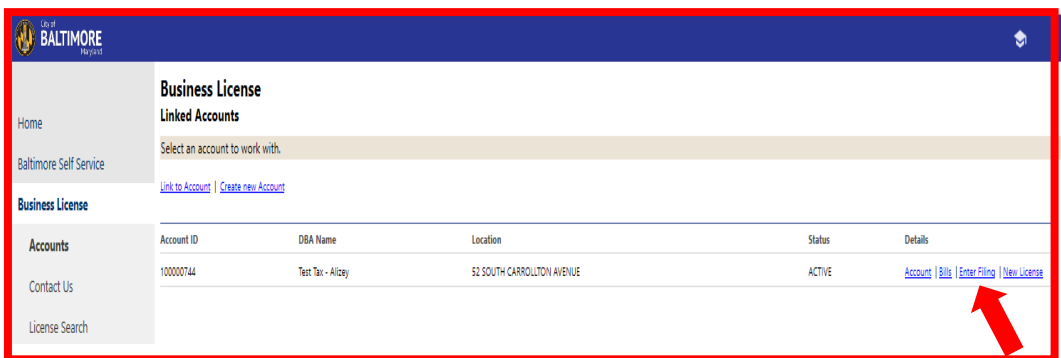
Business License Filing-Date Selection screen displays *(Fig. 17)* Select the **Enter Filing** hyperlink for the month that you are filing *Gross Receipts*. *EX:* If you are filing *Gross Receipts* for March 2021, select the **Enter Filing** hyperlink for the *Month 3* row	

Figure 17.

Business License Filing Amounts displays *(Fig. 18)*	

Figure 18.

Enter *Gross Receipts* for **Short-Term Residential Tax (STT) (Fig. 19)**

If applicable, enter any *Deductions*

Select **Continue**

Figure 19.

The **Business License Filing Amounts** *(Fig. 20)* updates to include:
- Deductions (if any)
- Taxable Sales
- Calculated Amount
- Interest (if any)
- Net Due

Review all entered information. If there are any errors, select the **Revise this filing** hyperlink to correct *(Fig. 20)*.

Figure 20.

At the bottom of the **Business License Filing Amounts** screen, there is a statement regarding the 100% accuracy of the information provided *(Fig. 21)*

Figure 21.

You must *Check the following box to signify acknowlegment** of 100% accuracy of information submitted *(Fig. 22)*.

If there are not any changes, select **Submit Filing** to process your filing *(Fig. 22)*.

*Note: If the box for ==acknowledging 100% accuracy== is not checked, your filing will not be processed.

Figure 22.

The **Business License Filing Amounts** screen displays *(Fig. 23)*.

A **Confirmation** *Thank You* message displays that your information has been been successfully submitted.

Select the **Make a payment** hyperlink to prepare your filing for the balance due.

Figure 23.

The **Business License Account Bill Summary** screen displays *(Fig. 24)*.

Select the **Pay Now** hyperlink to submit your payment.

Figure 24.

You will be redirected to the **Online Payments and Account Lookup** webpage *(Fig. 25)*

Verify the following:
- Tax ID
- Tax Month & Year
- Amount Due
- Payment Amount

Select one of the Pay With options:
- Checking Account (Free)
- Credit Card (has Fee)

Select **Continue and Make Payment**

Figure 25.