

City of Baytown, TX
Online Filing for Hotel Motel Occupancy Tax

The **City of Baytown, TX** would like to encourage their local Hotels/Motels to take advantage of the quick and easy process for filing their quarterly hotel occupancy taxes online.

Online filing is available at: [Texas | Avenu Insights & Analytics: Taxpayer \(revds.com\)](https://www.avenuinsights.com/taxpayer)

How to File Online - Quick and Secure two-part process:

Registration - Part One (This is a one-time set-up process.)

Go to: [Texas | Avenu Insights & Analytics: Taxpayer \(revds.com\)](https://www.avenuinsights.com/taxpayer) and click "Create a Business Account."

Step 1: Complete the Online Account Information section to create your username and password. Be sure to store your username and password in a safe place.

Step 2: Business Information: Enter the information of the business you are filing for. This information will appear on the returns you file online.

Step 3: Security Question: Click the link next to a question to use that question or type in your own question. Enter the answer to your question. Click Next to continue.

Step 4: Location Information: Click the Yes button at the top of the screen to continue past this page, if not needed.

Step 5: Return Setup: This step is where you will set up the returns you want to file with their corresponding account numbers. Note: Your Avenu account number is located on the customized forms that you received in the mail. Select options from the drop-down menus. Click the Add Return button. The return appears in a table at the bottom of the screen with the account number that you typed in. Click the Yes button at the top of the screen when you are finished setting up your return to continue to the home page of your account.

How to Submit Your Return - Part Two:

Click on File a New Return.

Step 1: Select State - Texas.

Step 2: Select the Filing Period for which you are filing (March 2023, June 2023, September 2023 or December 2023).

Step 3: Avenu DBA MuniServices Hotel Occupancy Tax Return will appear.

Step 4: Select Location: This field will auto populate with the information provided during the registration section. Click Next.

Step 5: Select Baytown for the Jurisdiction.
Hotel Occupancy/Lodging (30) and General (11) will appear in the business description and class. Click Add.

Complete all the applicable fields on the calculation worksheet and click Save. On the next screen click Next.

Enter your payment method. ACH Debit (Savings/Checking) or Credit Card (MasterCard, Visa, Discover). Credit card payments incur an additional 3% processing fee.

In case your bank requires it to release funds, we provide our Originator ID. This information is found under the Account Center tab. Click continue.

Review the information on the Summary screen, when ready click File Return. A confirmation page is available by pressing Print/View.

Your filing history is always available under My Returns >> Filing History.

Questions?

Taxpayer Support is available Monday through
Friday, 7:30 a.m.— 4:30 p.m. CST.

Phone: (866) 240-3665 Toll Free

Email: supportmuni@avenuinsights.com

Website: www.avenuinsights.com