

## **XPRESS BILL PAY TUTORIAL**

### **Create a New Account**

1. Go to <https://www.xpressbillpay.com/>
2. Click the Create a New Account link
3. You will be prompted to enter your email address and to create and confirm a password.
4. Choose account type “personal,” fill out all the required fields and agree to the terms and conditions
5. Xpress Bill Pay will then send a verification email to the email address used for registration. Verify your email address by clicking the “Verify Email” button from the email sent to you by Xpress Bill Pay. Xpress Bill Pay will then confirm verification of your email, a new window will pop up in your web browser, and you will hit the “continue” button.
6. From there, Xpress Bill Pay will take you to the Add New Account page.

### **Add Your STR Account**

1. Click the “Add Account” tab at the top of the page
2. Choose the City of Manzanita, Or as your billing location
3. If there are no billing organizations listed you can perform a search by entering the biller’s name, city, state or zip code in the search box
4. You will then be asked to select the bill type, you will select the “Transient Lodging Tax” option
5. Fill out your MCA account number and the city supplied pin number included in this letter.
6. Hit the “Locate Account” button
7. Xpress Bill Pay will let you know that you were successful in locating your account
8. Hit the close button and you will be directed to your account
9. You can always access your account on Xpress Bill Pay by clicking on the “Accounts” tab at the top of the Xpress Bill Pay web page

### **Locating and Filing of Quarterly Taxes**

1. After closing the page, you will be directed to the Tax Returns page in Xpress Bill Pay. Your Account name, account number, and the City of Manzanita will be listed.
2. You will be able to see all accounts created under that account number on the right-hand side of the screen.
3. Click the green “View” button to go to the Unfiled/Filed/Pending Returns page
4. Select the year in which the tax filing will take place
5. In the Unfiled Taxes line, select the quarter in which you will be filing the tax form
6. Fill out the tax form. Only lines 1, 2a – 2e, and 11 are fillable.
7. Once filled out, you have the choice to save without filing or to file the return
8. If there are taxes due after the return has been filed, you can pay by clicking the green “Pay Now” button. You can also pay by clicking the shopping cart at the top of the page.

You can create a pdf of the tax filing along with your account information, and any balance due by clicking on the pdf symbol at the top right side of the webpage

Payment options include ACH/EFT eCheck which will incur no service fees or credit card (Visa, MasterCard, Discover). A 3% service fee will be charged on all credit card payments.

### **Payment**

1. Select Pay Method -> Add a New Payment Method
2. Choose Payment Type and fill out all the required fields
3. Review and confirm payment amount.

# CITY OF MANZANITA

## Quarterly Transient Tax Report Instructions

(Please note that this form will self-calculate, so only enter the required figures on the Lines directed.)

**Please be very careful to fill out your quarterly tax forms correctly and remit the correct amount of taxes and any penalties owed by their due date. You will be assessed and invoiced for staff time related to determining the correct amount of taxes owed to the City.**

LINE 1. GROSS RENT: Enter the total amount of all consideration charged to the transient for occupancy - including all fees - assessed by the Owner, their agent or a Transient Lodging Intermediary, whether or not received by the Owner, that is not optional or refundable, excluding taxes. Rent is reported each quarter on stays that were completed in that quarter.

Manzanita Ordinance 16-03 Section 2 (g) defines Rent as: *The full consideration charged, whether or not received by the Transient Lodging Tax Collector, for the Occupancy of Transient Lodging valued in money or in goods, labor, credits, property, or other consideration valued in money, without any deduction. Except as otherwise provided in this section, Rent includes all fees, charges and assessments (including but not limited to processing fees, cleaning fees or fees for maid service and pet fees) charged, assessed or allocated by the Operator or Transient Lodging Intermediary for the Occupancy of the Transient Lodging, the payment of which is not optional and not refundable.*

Manzanita Ordinance 16-03 Section 7 A requires that: *The Tax shall not be paid to the City by the Transient Lodging Tax Collector until after the Transient has completed the stay. All Tax accrued or paid during an Occupancy that spans multiple calendar quarters shall be treated, for tax remittance purposes, as if collected on the last day of that Occupancy.*

2. LESS ALLOWABLE DEDUCTIONS:

Line 2.a) Enter the amount of rent collected for bookings that were for 30 consecutive days or more.

Manzanita Ordinance 16-03 Section 2 (k) defines Transient or Occupant as “*Any individual who exercises Occupancy or is entitled to Occupancy in Transient Lodging for a period of less than thirty consecutive days, counting portions of calendar days as full days. The day the Transient checks out of the Transient Lodging shall not be included in determining the thirty-day period if the Transient is not charged Rent for that day by the Transient Lodging Tax Collector. Any such Person so occupying space in a Transient Lodging shall be deemed to be a Transient until the period of twenty-nine days has expired unless there is an agreement in writing between the Transient Lodging Tax Collector and the Occupant providing for a longer period of Occupancy, or the tenancy actually extends more than twenty-nine consecutive days. In determining whether a Person is a Transient, uninterrupted periods of Occupancy by the same individual extending both prior and subsequent to the effective date of this Ordinance may be considered. A Person who pays for lodging on a monthly basis, irrespective of the number of days in such month, shall not be deemed a Transient.*”

Line 2.b) If you book through VRBO, enter the total amount of Rent that they collected and remitted taxes for. (Do not enter the amount of Tax that they collected and paid.)

Line 2.c) If you book through Expedia, enter the total amount of Rent that they collected and remitted taxes for. (Do not enter the amount of Tax that they collected and paid.)

Line 2.d) If you book through Airbnb, enter the total amount of Rent that they collected and remitted taxes for. (Do not enter the amount of Tax that they collected and paid.)

Line 2.e) If you book through Evolve, enter the total amount of Rent that they collected and remitted taxes for. (Do not enter the amount of Tax that they collected and paid.)

Line 2.f) TOTAL allowable deductions: The form will calculate the total of 2a, 2b, 2c, 2d and 2e on this Line.

**Important Note:** Make sure to verify that any agents or Transient Lodging Intermediaries that you use to book your property have collected and remitted the correct amount of Taxes on your bookings. You are responsible for ensuring that all taxes owed to the City are collected and paid, even if the error was made by one of them.

Manzanita Ordinance 16-03 Section 4 H states: *Operators of Transient Lodging and Transient Lodging Intermediaries are jointly and severally liable for the aggregate Tax collected each quarter, except in cases of nonpayment of Rent by the Occupant.*

LINE 3. TAXABLE RENTS: The form will subtract the amount entered on Line 2.f from the amount entered on Line 1 and enter that amount on this Line.

LINE 4. TAX CALCULATION: The form will calculate the gross 9% tax on this Line.

LINE 5. SUBTRACT COLLECTION FEE RETAINED: The form will subtract the 5% collection fee that you will retain from the gross tax listed on Line 4.

LINE 6. TOTAL TAX DUE: The form will subtract your collection fee on Line 5 from the gross tax listed on Line 4 to determine the net tax due on the taxable rent listed on Line 3. This is the amount of tax that will be remitted by you along with this form.

If you use an Intermediary and entered the amount of rent that the Intermediary collected taxes for on a line above, you will not include that amount of tax here. The Intermediary will send that tax along with a quarterly tax form for all of the taxes they collected for Manzanita. (For example, if you only rent through VRBO and Airbnb and they will be remitting all of your taxes to the City for you, this line should self-calculate to state that zero tax is due along with this form.)

LINE 7. PENALTIES:

Line 7.a) Delinquent one month after close of quarter: If you are submitting this form, whether or not any taxes are owed, after the last day of the month following this quarter, you must pay a penalty of either 10% of the net tax due (10% of Line 6) or \$100 – whichever is the greater amount. This penalty will not be less than \$100. Enter that amount on this line.

Line 7.b) Delinquent two months after close of quarter: If you are submitting this form after the last day of second month following this quarter, in addition to the penalty listed on Line 7.a, you must pay a second penalty of either 15% of the net tax due (15% of Line 6) or \$150 – whichever is the greater amount. This additional penalty will not be less than \$150. Enter that amount on this line.

**LINE 8. INTEREST:** In addition to the penalties listed above, interest is required to be assessed on all delinquent quarterly taxes submitted. Enter 1% of net taxes due (Line 6) for each month or portion of month beginning the first day of delinquency (the first day of the month following this quarter).

**LINE 9. TOTAL PENALTIES & INTEREST:** The form will calculate the total of Lines 7.a, 7.b and 8 and enter it on Line 9.

**LINE 10. TOTAL TAX, PENALTIES & INTEREST:** The form will add Line 6 and Line 9 and enter it on this line.

**To avoid penalties and interest, payments must be received by this office before the last day of each quarter as laid out in Manzanita Ordinance 16-03.**

**LINE 11. ADJUSTMENT:** If you were notified by City staff that you had an overage or a shortage of taxes paid on a previous quarterly submittal, you will enter that amount here. The form will either add or subtract the amount entered. For example, if you overpaid \$20.00, you will enter that amount on this line as -20.00 and it will subtract the over payment.

**LINE 12. TOTAL TAX, PENALTIES & INTEREST DUE TO THE CITY (WITH THIS FORM):** This is the amount that is due to the City of Manzanita with this form.

**SUBMITTAL AND PAYMENT:** Email this completed form as a pdf attachment to [STRprogram@ci.manzanita.or.us](mailto:STRprogram@ci.manzanita.or.us). Please do not send it in any other format or copy it into the body of the email. It must be sent as a pdf attachment. See instructions on how to create a pdf below if you are unsure of how to do this. Tax payments should be made via this link on the City website: [https://secure.xpressbillpay.com/portal/payment\\_forms/?id=MzE1NTQ%3D](https://secure.xpressbillpay.com/portal/payment_forms/?id=MzE1NTQ%3D). Please be aware that if you pay with an e-check the payment company does not charge you a processing fee. If you pay with a credit card, they will charge you a processing fee.

### **IMPORTANT INFORMATION**

**CHRONIC LATE SUBMITTALS:** Per Ordinance 10-03 Section 4 “Failure to submit timely reports and make timely payment of Short-Term Rental taxes due may result in revocation of the Owner’s Short-Term Rental License. This provision applies to all Persons responsible for transient lodging tax reporting and payment for a given Short-Term Rental.”

**DETERMINATIONS & RE-DETERMINATIONS:** As stated in Ordinance 16-03 Section 17, the City is entitled to collect reasonable auditing costs by City staff and/or auditor fees to determine or re-determine Taxes owed to the City.

**AUDITS:** As outlined in Ordinance 16-03 Section 14, you are reminded to retain all information for a period of three and one half (3½) years as the City has the right to conduct audits. The owner is responsible for any back taxes and penalties which would be due and payable upon notification from this office.

**PENALTIES MERGED WITH TAX:** Per Ordinance 16-03 Section 8, “Every penalty imposed and such interest as accrued under the provisions of this Ordinance shall be merged with and become a part of the Tax required to be paid.”

**FRAUD-REFUSAL TO COLLECT-EVASION:** If the Tax Administrator determines that the nonpayment of any remittance due is due to fraud or intent to evade, a penalty of twenty-five percent (25%) of the amount of the tax will be added in addition to the penalties and interest assessed.

**VIOLATIONS & PENALTIES 16-03:** Per Ordinance 16-03 Section 18 “Violation of any provision of this Ordinance shall be considered a Class A Civil Infraction enforceable under the procedures described in Manzanita Ordinance No. 15-01 and subject to penalties described therein. The remedies provided by this section are not exclusive and shall not prevent the City of Manzanita and/or the Tax Administrator from exercising any other remedy available under the law and this Ordinance, nor shall the provisions of this Ordinance prohibit or restrict the City of Manzanita or other appropriate prosecutor from pursuing criminal charges under State law or City Ordinance. Each day that a violation remains uncured is a separate infraction.

Consistent with Section 4(H), Operators of Transient Lodging and Transient Lodging Intermediaries are jointly and severally liable for collection and remittance of the City of Manzanita’s Transient Lodging Tax and for compliance with all sections and provisions of this Ordinance.”

**VIOLATIONS 10-03:** Per Ordinance 10-03 Section 6 “Failure to comply with Transient Lodging Tax Ordinance 16-03 shall (1) result in an immediate violation and (2) provide grounds for immediate revocation of the Owner’s Short-Term Rental License.”

Please see Manzanita Ordinances 16-03 and 10-03 on the City website for more information:  
<https://ci.manzanita.or.us/wp-content/uploads/2021/04/Ordinance-16-03-Transient-Lodging-Taxes.pdf>  
<https://ci.manzanita.or.us/wp-content/uploads/2021/10/Ordinance-10-03-STR-regulations-revised-09.08.2021.pdf>

# How to convert a picture to a pdf

## On Windows

### Open Start



. Click the Windows logo in the bottom-left corner of the screen. The **Start** menu will pop up.

- Alternatively, if you have a picture that you want to convert on your desktop or in another similarly accessible location, right-click the picture, select **Open with**, and click **Photos** to open the picture in the Photos app.

Type **photos**. This will search your computer for the Photos app, which is where all of your computer's pictures are stored.

Click **Photos**. It should be at the top of the **Start** menu.

**Select a picture to convert.** Click a picture that you want to turn into a PDF to open the picture.

- If you want to create a PDF with more than one image in it, first click **Select** in the upper-right side of the Photos window, then click each photo that you want to add to the PDF.
- If you don't see the image you're looking for, click the **More** tab and select **Folders**. You can then click **Add a folder** and select the folder to which you've saved your photo so it will be indexed by the Photos app.

**Click the printer icon.** You will see this in the upper-right corner of the window. Alternative, you can press **Ctrl + P** to open the print dialog screen.

Select **Microsoft Print to PDF** as the printer. To do this, just click the drop-down menu at the upper-left corner of the window, and then choose this option. If it was already selected, there's no need to make any changes here.

**Click the Print button.** It's at the bottom-left corner of the window. Don't worry, this won't actually print your document—it will virtually "print" it as a PDF file instead.

**Enter a file name.** Type a name for your PDF into the "File name" text box near the bottom of the window.

**Select a save location.** Click a folder on the left side of the window to select it as your PDF's save location.

**Click Save.** It's one of the two buttons in the bottom-right corner of the window. This saves your photo as a new PDF file.

## How to convert a picture to a pdf

### On Mac

**Open the image you want to convert in Preview.** To do this, just double-click the image on your computer—it will open in Preview by default.

- If the image opens in an app other than Preview, right-click (or press **Control** as you click) the image, choose **Open with**, and then select **Preview**.
- If you want to add more images to the current file that you plan to turn into a PDF, click the **View** menu at the top and select **Thumbnails**. Then, drag any additional photos you want to add to the sidebar.[\[1\]](#)
- If you want to rearrange the order of the images in the file, drag their thumbnails to the desired positions in the sidebar.

**Click the **File** menu.** It's at the upper-left corner of the screen.

**Click **Export** on the menu.** This opens options for exporting the document. If you are using newest version of macOS, you can also click on **Export as PDF** and then skip to Step 5 for saving the pdf version of image.

**Select **PDF** from the "Format" menu.** When you choose this option, you can also choose to encrypt the file by adding a password, or to add a Quartz filter (such as a sepia tone) to the final document.

**Name the document and click **Save**.** This save the image(s) as a PDF file.



## How to convert a picture to a pdf

### iPhone or iPad

**Open the Photos app.** It's the multicolored flower icon on your home screen or in your App Library.

**Tap the photo you want to convert.** You can tap the **Albums** tab at the bottom first to browse by album or select **Library** at the bottom-left to scroll through your camera roll.

- If you want to select multiple photos to add to your PDF, tap **Select** at the top-right corner of the screen, then tap each photo that you want to select.

### Tap the "Share" icon



. It's the blue square with an arrow at the bottom-left corner of the screen. This opens the sharing menu.

Tap **Print** on the sharing menu. If you don't see this option, swipe up on the sharing menu to display the options below the icons.

**Zoom in on the image preview to open it in PDF view.** On the "Printer Options" page that expands, you'll see a preview of your image (or, if you selected multiple images, a preview of the first image). To view it as a PDF, place two fingers on the image preview and spread them away from one another—a reverse pinch motion. This opens the selected picture(s) in a PDF preview.

- If your iPhone has 3D Touch, you can press down on the preview to open it in a new window and then press down harder to open the PDF preview.

### Tap the "Share" icon



. This time, you'll see this blue square with an up-arrow at the top-right corner. in the top-right corner of the screen. This will open a menu at the bottom of the screen.

Tap **Save to Files**. This option icon is in the bottom row of the menu. If you don't see it, swipe up on the sharing menu first.

**Select a save location.** First, you'll notice that the top of the screen says "Photo.pdf" will be saved to (location)." That means your iPhone now knows to create a PDF from the selected photo(s). Choose the location on your iPhone or iPad where you'd like to save the PDF.

- If you have iCloud Drive enabled, you can select it as your saving location instead of your iPhone or iPad.
- No matter where you save the image, you can create a new folder by tapping the folder icon with a plus sign in the upper-right corner if you'd like.

**Tap Save.** It's at the top-right corner of the screen. This saves the PDF to the selected location.

## How to convert a picture to a pdf

### On Android

Download the Image to PDF Converter app from the Play Store



- Type image to pdf converter into the search bar and press **Enter**.
- Scroll down and select the app called **Image to PDF Converter** that has a black icon with a green sheet of paper, the word "PDF," and an arrow. The developer is DLM Infosoft.
- Tap **INSTALL**.

**Open Image to PDF Converter.** Tap **OPEN** in the Google Play Store once the app finishes downloading or tap the "Image2PDF" icon in your Android's app list—it's the same black-and-green icon you saw before.

**Tap the plus button +.** It's at the bottom-right corner.

**Tap Gallery.** This tells the app to open your image gallery.

- If it's your first time using the app, you'll be asked to give it permission to access files on your Android first.

**Tap the image(s) you want to convert.** You can select one or more images to add to your PDF. You should see a checkmark appear at the center of each selected picture.

**Tap Done.** It's at the top-right corner. This prepares a PDF document containing the selected image(s).

**Tap the PDF icon.** It's a white sheet of paper with a red design (the Adobe logo), and you'll see in the upper-right corner of the screen.

**Enter the PDF details.** Type a name for the PDF into the top field. Then, you can make some optional adjustments, such as locking the file with a password or compressing it to a smaller size.

**Tap OK to save the file.** It's at the bottom-right corner of the window. This saves the PDF to a folder called DLMImageToPdf in your Android's default storage location. You'll be taken to this location immediately once the file is created.