Xpressbillpay Account Creation

Creation of 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, create, and confirm a password.
4. Xpressbillpay will send a confirmation email to the address used for registration. Verify your email address by clicking the "Verify Email" button. Xpressbillpay will confirm verification of your email
5. Choose account type "personal," fill out all the required fields and agree to the terms and conditions

Add New Account

1. Click the "Accounts" tab at the top of the page
2. Choose the City of Manzanita, Or as your billing location
3. Choose the bill type as "Transient Lodging Tax" and enter your account number and city supplied PIN #
4. Hit the "Locate Account" button to add your account

Locating and Filing of Quarterly Taxes

1. After closing the page you will be directed to the Tax Returns page in Xpressbillpay. Your Account name, account number, and the City of Manzanita will be listed.
2. You will be able to see any and 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.

Checkout

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

CITY OF MANZANITA

Quarterly Transient Lodging Tax Report – Instructions

General Requirements

- Enter only the required figures; the form will calculate totals.
- Submit both the form and payment by the due date to avoid penalties. Late or incorrect submittals may incur staff time charges.
  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.

Line Instructions

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.

Line 2. Allowable Deductions
- 2a: Rent for stays of 30+ consecutive days.
- 2b–2e: Rent collected by intermediaries (VRBO, Expedia, Airbnb, Evolve) who remit taxes directly. Do not enter the tax they paid.
- 2f: Total deductions (sum of 2a–2e).
Note: You are responsible for ensuring intermediaries remit correct taxes.

Line 3. Taxable Rent
Calculated as Line 1 minus Line 2f.

Line 4. Tax Calculation
The form applies the 9% tax rate.

Line 5. Collection Fee
Deduct 5% of Line 4 (retained by you).

Line 6. Total Tax Due
Line 4 minus Line 5. Submit this amount unless taxes were fully remitted by intermediaries.

Line 7. Penalties
- 7a: One month late: Greater of 10% of Line 6 or $100.
- 7b: Two months late: Additional greater of 15% of Line 6 or $150.

Line 8. Interest
Add 1% of Line 6 per month (or portion) after delinquency begins.

Line 9. Total Penalties & Interest
Form calculates total of Lines 7a, 7b, and 8.

Line 10. Tax + Penalties & Interest
Line 6 plus Line 9.

Line 11. Adjustments
Enter corrections for prior over/underpayments as directed by staff.

Line 12. Final Amount Due
Total owed with this report.

Submittal and Payment

Tax forms and tracking of status can be found at:
STR Owner Status & Waitlist – City Of Manzanita

Email the completed form as a **PDF attachment** to:
STRprogram@ci.manzanita.or.us. Do not paste it in the email body.

Pay online at: Xpress Bill Pay.
   o   E-check: No fee.
   o   Credit card: Processing fee applies

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."
- **Audits:** As outlined in Ordinance 16-03 Section 14, you are reminded to retain all information for a period of three and one half (31/2) 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.

- **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.
- **Penalties & Interest:** 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 part of the Tax required to be paid."
- **Fraud/Evasion:** Per Ordinance 16-03 Section 8, "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:** 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. 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."

For details, see full ordinances:
- [Ordinance 16-03 – Transient Lodging Taxes](#)
- [Ordinance 10-03 – STR Regulations](#)

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

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- 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.