

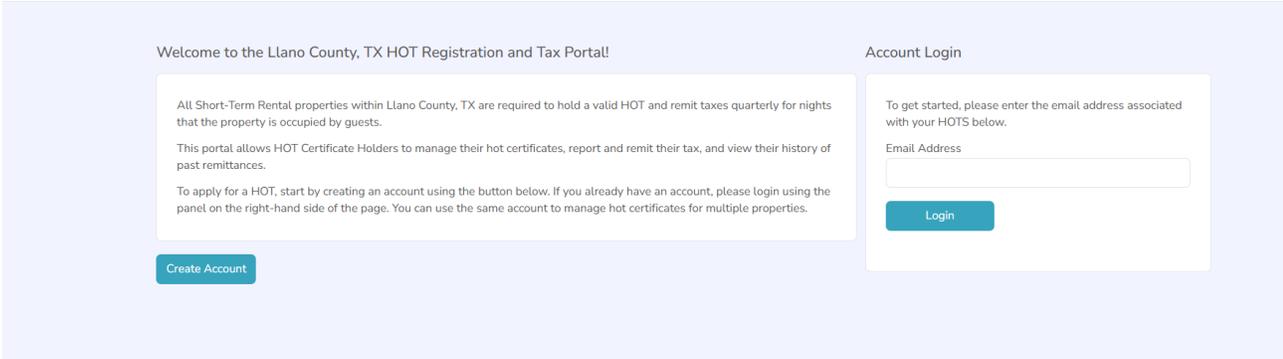
Hotel Occupancy Tax Payment Instructions

As a current taxpayer your property should be set up and ready to go by logging in with your email. If you are not able to login using your email address, please call Cheryl Kepp at 325-247-7743. By using the portal you no longer need to mail your tax reporting form.

Below are some screenshots of what you can expect when working through the portal for paying your taxes –

1. Go to <https://portal.deckard.com/tx-llano-str-portal>
2. Under “Account Login”, use your email to login

 Llano County, TX HOT and Tax Portal



Welcome to the Llano County, TX HOT Registration and Tax Portal!

All Short-Term Rental properties within Llano County, TX are required to hold a valid HOT and remit taxes quarterly for nights that the property is occupied by guests.

This portal allows HOT Certificate Holders to manage their hot certificates, report and remit their tax, and view their history of past remittances.

To apply for a HOT, start by creating an account using the button below. If you already have an account, please login using the panel on the right-hand side of the page. You can use the same account to manage hot certificates for multiple properties.

[Create Account](#)

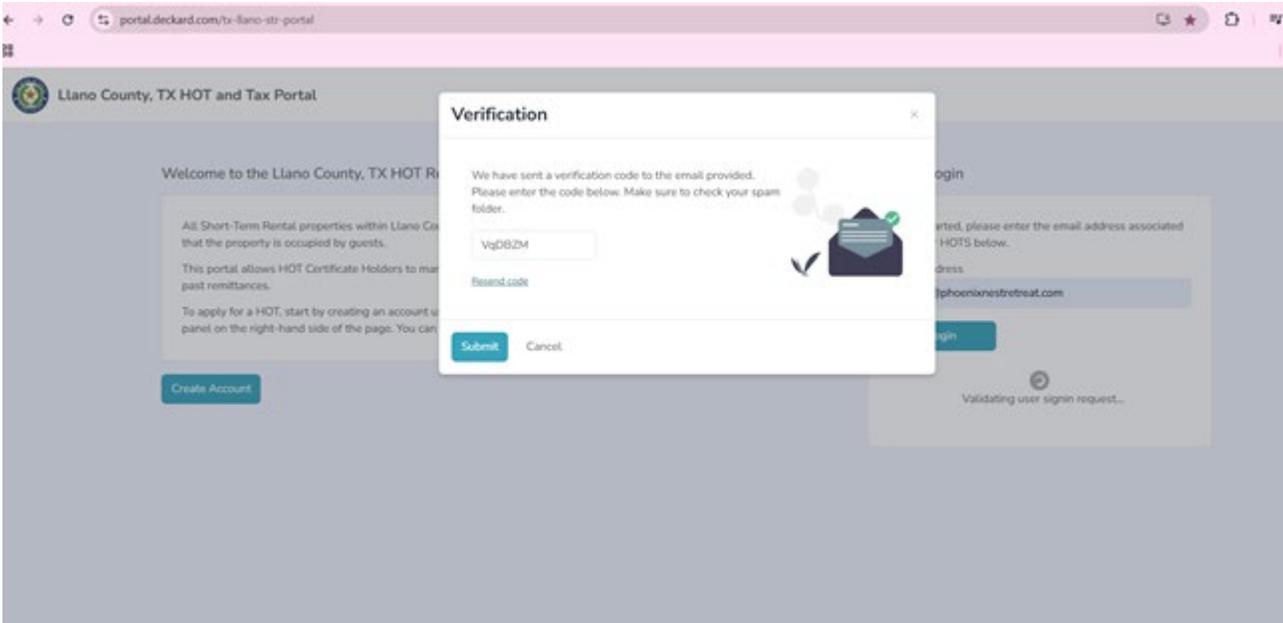
Account Login

To get started, please enter the email address associated with your HOTS below.

Email Address

[Login](#)

3. Go to your email to get “Your secret login code”
4. Enter secret code on the verification screen, click Submit



portal.deckard.com/tx-llano-str-portal

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Email Address

[Login](#)

Validating user sign request...

Verification

We have sent a verification code to the email provided. Please enter the code below. Make sure to check your spam folder.

[Resend code](#)

[Submit](#) [Cancel](#)

5. Click Pay Tax

Llano County, TX HOT and Tax Portal Cheryl Kepp

Actions Required

No outstanding actions.

Active HOTS (2)

- 1417 Cr 405a Llano Tx 78643
000217 Expiration: - [View](#)
- 1417 County Road 405a Llano Tx 78643 (Unit Cabin)
90074901 Expiration: - [View](#)

[Apply for new HOT Certificate](#) [Pay Tax](#) [See all HOT Certificates](#)

6. Select properties on which you want to pay taxes

Llano County, TX Pay Tax

Select Properties for Tax Reporting

Your properties that are registered for tax reporting and remittance in the selected period are listed below. Please select the properties for which you wish to report at this time.

Jul - Sep 2024

<input type="checkbox"/>	Address	HOT Certificate Number	Tax Reporting This Period	Owner's Name
<input type="checkbox"/>	1417 County Road 405a Llano Tx 78643 (Unit Cabin)	90074901	● Complete	Cheryl Kepp
<input type="checkbox"/>	1417 Cr 405a Llano Tx 78643	000217	● Complete	Cheryl Kepp

[Add Additional Periods](#) Hide Inactive HOT Certificates

[CONTINUE](#) [BACK](#)

[Select Properties](#)

[Report Revenue](#)

[Confirm and Sign](#)

[Payment](#)

7. Enter property revenue. All boxes must have a number even if it is a zero.

Report Revenue

For the current and previous quarters, please report the taxable receipts

Taxable receipts are defined as the consideration paid by the occupant of any rental where the cost of occupancy is at the rate of \$2 or more per day. Taxable Receipts INCLUDE, but are not limited to, non-refundable charges such as nightly or weekly rents for a period of 30 days or less, standard cleaning fees, pet fees, internet charges, late check-out fees, extra person fees, and resort fees. Taxable receipts EXCLUDE refundable deposits and any additional items included in a special package rate, such as recreational activities.

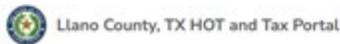
Jul - Sep 2024

1417 County Road 405a Llano Tx 78643 (Unit Cabin) All Platforms

Total Revenue including all fees	\$	
Allowable Deductions ⓘ	\$	
Taxable Receipts		
Property Occupancy	No. Days Available	No. Days Occupied

- Select Properties
- Report Revenue
- Confirm and Sign
- Payment

8. Confirm and sign



Confirm and Sign

Please confirm the following information and sign below

Tax Summary

Jul-Sep 2024	Pay Tax
1417 County Road 405a Llano Tx 78643 (Unit Cabin)	\$0.00
Total Due Jul-Sep 2024	\$0.00
Total Payment Due	\$0.00

Certifications

I certify under penalty of perjury that the foregoing is true and correct.

Legal Name of Authorized Signatory _____ Date 2024-12-02

- Select Properties
- Report Revenue
- Confirm and Sign
- Payment

9. Make payment – by mailing a check, pay by bank draft or credit card.

Please let me know if you have any questions.

If you have any questions or feel you have received this letter in error, please contact Llano County at 325-247-7743 or by email to Cheryl Kepp, Chief Deputy Treasurer, at ckepp@co.llano.tx.us.