

# Tourist Module on the Internet

To log into the Tourist Module from the internet the user will start from the county's web site. By hitting a Button/Link they will go to the Tourist Module Login screen. If you forget your password call the Tax Collector's Office.

**Tourist Module Login**

[Search Tax Roll](#)      [Help](#)

Account Number:

Password:

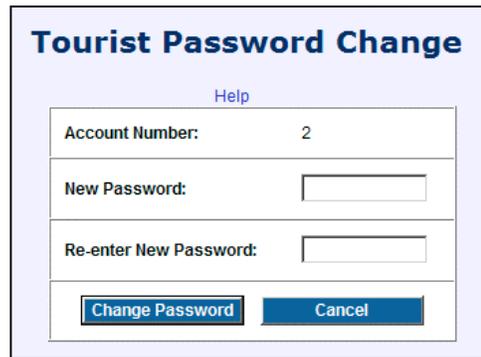
The ITM Tourist Module provides secured access to the account information and payment history for each registered tourist account. To access this data, you must provide your account number and an associated password (a default password is supplied by the Tax Collectors office). To log in to the Tourist Module, enter your account number and the password and click the  button at the bottom of the page. If you wish to return to the main ITM menu page without accessing your Tourist account information, click the  button at the bottom of the page.

Option	Description
Account Number	Tourist account number
Password	The password assigned by the Tax Collectors office or the password that you changed to using the Tourist Password Change page. The password is case sensitive.

## Tourist Password Change

The ITM Tourist Module provides secured access to the account information and payment history for each registered tourist account. A default password is supplied by the Tax Collectors office, but the Tourist module user can change the password using this page. To change the Password from the Tourist Account Details screen choose Change Password.

To alter the password, enter the new password (twice) and click the **Change Password** button at the bottom of the page. If you wish to return to the Tourist Account Update page without making any updates, click the **Cancel** button at the bottom of the page.



The screenshot shows a web form titled "Tourist Password Change". At the top right of the form area is a "Help" link. Below it is a table with two columns: "Account Number:" and "2". Underneath is a "New Password:" label followed by a text input field. Below that is a "Re-enter New Password:" label followed by another text input field. At the bottom of the form are two buttons: "Change Password" and "Cancel".

Option	Description
New Password	This is the new value for the password (minimum of four characters).
Verify New Password	You must enter the new password value here as well to verify that this is what you want the password changed to.

## Tourist Account Details

The information displayed on this page provides details regarding your Tourist account and its affiliated payment history for tourist taxes. This information is accessible only to persons who know your account number and its associated password.

All pertinent business and owner information is presented for the Tourist account including the payment history. If you wish to enter appropriate return information for your outstanding payment periods, click the [Enter Return Data](#) link at the top of the page. This will only be displayed if payments are due.

If you wish to update your account details, click the [Update Account Information](#) link at the top of the page. Clicking the [Logout](#) link at the top of the page will log you out of the Tourist module and return you to the main ITM menu.

### Tourist Account Details No Return Data Due

Tourist Account Details										
<a href="#">Update Account Information</a>				<a href="#">Logout</a>			<a href="#">Help</a>			
<b>Account Number:</b>	192						No Returns are Due			
<b>Business Address</b>					<b>Owner Address</b>					
<b>Name:</b>	OWNER NAMES				<b>Name:</b>	BUSINESS CUSTOMER NAME				
<b>Phone:</b>	(999)222-4444				<b>Phone:</b>					
<b>Address 1:</b>	4324 CIRCLE WAY				<b>Address 1:</b>	4324 CIRCLE WAY				
<b>Address 2:</b>					<b>Address 2:</b>					
<b>City:</b>	OCALA				<b>City:</b>	OCALA				
<b>State / Zip:</b>	FL 321625812				<b>State / Zip:</b>	FL 2311111				
<b>Contact Name:</b>					<b>Country:</b>					
<b>Contact Phone:</b>										
<b>Mail To:</b>	Business				<b>E-mail Address:</b>					
Acct/Period	Gross Rental	Exempt	Taxable	Allowance	Penalty	Interest	Status	Total Due	Total Paid	Payment Date
192-200812	3,000.00	0.00	3,000.00	2.25	0.00	0.00	Period Paid	90.00	87.75	01/15/2009
192-200811	2,500.00	0.00	2,500.00	0.00	50.00	0.43	Period Paid	75.00	125.43	01/15/2009
192-200810	1,000.00	0.00	1,000.00	0.00	50.00	0.34	Period Paid	30.00	80.34	01/15/2009
192-200809	0.00	0.00	0.00	0.00	0.00	0.00	Period Paid	0.00	0.00	01/15/2009
192-200808	0.00	0.00	0.00	0.00	0.00	0.00	Period Paid	0.00	0.00	01/06/2009
192-200807	0.00	0.00	0.00	0.00	0.00	0.00	Period Paid	0.00	0.00	01/06/2009
192-200806	0.00	0.00	0.00	0.00	0.00	0.00	Period Paid	0.00	0.00	01/06/2009
192-200805	0.00	0.00	0.00	0.00	0.00	0.00	Period Paid	0.00	0.00	01/06/2009
192-200804	0.00	0.00	0.00	0.00	0.00	0.00	Period Paid	0.00	0.00	01/06/2009
192-200803	0.00	0.00	0.00	0.00	0.00	0.00	Period Paid	0.00	0.00	01/06/2009
192-200802	0.00	0.00	0.00	0.00	0.00	0.00	Period Paid	0.00	0.00	01/06/2009

## Tourist Account Details with Return Data Due

Tourist Account Details			
<a href="#">Enter Return Data</a>		<a href="#">Update Account Information</a>	
<a href="#">Logout</a>		<a href="#">Help</a>	
<b>Account Number:</b>	193		
<b>Business Address</b>		<b>Owner Address</b>	
<b>Name:</b>	BUSINESS NAME	<b>Name:</b>	OWNER NAME
<b>Phone:</b>	(888)222-3333	<b>Phone:</b>	
<b>Address 1:</b>	3245 ADDRESS	<b>Address 1:</b>	3233 ADDRESS
<b>Address 2:</b>		<b>Address 2:</b>	
<b>City:</b>	CITY NAME	<b>City:</b>	CITY NAME
<b>State / Zip:</b>	FL 22338	<b>State / Zip:</b>	FL 22888
<b>Contact Name:</b>			
<b>Contact Phone:</b>			
<b>Mail To:</b>	Business	<b>E-mail Address:</b>	
No payment history available for account 193.			

## Tourist Account Update

The Tourist Account Update page allows you to modify contact and mailing information for both the business and owner pertaining to a specific Tourist account. This update page is accessed from the Tourist Account Details page.

The information contained on this page will be updated after review by a Customer Service Representative of the Tax Collector's office. Please try to be careful and complete as this information is used for contacting you if necessary. All fields marked with an asterisk (\*) are required and must be provided in order for you to submit the request to update your account details.

In order to confirm that an authorized party is requesting the update, you will need to provide your FEID number or your Social Security Number. This information is transferred using a secured method.

**If you wish for your payment information (including your credit card or ACH account number) to be retained so that it can be pre-loaded the next time you make a payment for your Tourist taxes, check the box labeled “Check here to have payment information retained for future tourist payments”.**

Once you have entered the information you wish to change (and all of the required data as well), click the **Update** button to submit the change request. If you choose not to update your account details at this time, click the **Cancel** button to terminate the request and return to the Tourist Account Details page.

### Tourist Account Submit Updates to Office For Review

[Logout](#) [Change Password](#) [Help](#)

Account Number: 192  
Social Security Number / FEID Number:

Business Address	Owner Address
* Name: <input type="text" value="OWNER NAMES"/>	* Name: <input type="text" value="BUSINESS CUSTOMER NAME"/>
* Phone: <input type="text" value="(999)222-4444"/>	* Phone: <input type="text"/>
In Care Of: <input type="text"/>	In Care Of: <input type="text"/>
* Address 1: <input type="text" value="4324 CIRCLE WAY"/>	* Address 1: <input type="text" value="4324 CIRCLE WAY"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
* City: <input type="text" value="OCALA"/>	* City: <input type="text" value="OCALA"/>
* State / * Zip: <input type="text" value="FL"/> <input type="text" value="321625812"/>	* State / * Zip: <input type="text" value="FL"/> <input type="text" value="2311111"/>
* Contact Name: <input type="text"/>	Country: <input type="text"/>
* Contact Phone: <input type="text"/>	
Fax: <input type="text"/>	
* Mail To: <input checked="" type="radio"/> Business <input type="radio"/> Owner	* E-mail Address: <input type="text"/>
<input checked="" type="checkbox"/> Check here to have payment information retained for future tourist payments	
* Required Field	

## Tourist Return Entry and Extension of Calculated Taxes Due

The Tourist Payment Extension page allows you to enter appropriate *Gross Rental* and *Exempt* values for your outstanding payments in preparation for placing these items in the Shopping Cart.

To submit returns for tax extension, enter the *Gross Rental* and *Exempt* values for each of the outstanding payments for which you wish to submit payment. You can enter data for some or all of the items listed.

The Scheduled Payment Date may only be used for ACH Payments. To use this option you must have already made at least one ACH Payment.

A “Zero Return” may be processed by checking the Zero Return box for the period you wish to report. If you are entering one or more “Zero Returns” where no money is due you must still process these periods the same as all other returns. Process “Zero Returns” by adding them to the shopping cart. Posting them will mark the periods you are filing on as done and you will have a payment confirmation for your records.

### Tourist Return Entry and Extension of Calculated Taxes Due

[Logout](#)    [Help](#)

<b>Account Number:</b>	192    OWNER NAMES
<b>Tax Rate:</b>	3.0%
<b>Interest:</b>	8.0%
<b>Payment Date:</b>	01/06/2009
<b>Scheduled Payment Date:</b>	<input style="width: 80px;" type="text" value="01/15/2009"/> <small>Format: MM/DD/YYYY Enter the date that your account will be drafted for your payment. Please be aware that this date can affect whether you are assessed penalties and interest.</small>

Acct/ Period	Gross Rental	Exempt	Zero Return	Taxable	Taxes	Allowance	Penalty	Interest	Total Due
200809	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input checked="" type="checkbox"/>						
200810	<input style="width: 80px;" type="text" value="1000"/>	<input style="width: 80px;" type="text"/>	<input type="checkbox"/>						
200811	<input style="width: 80px;" type="text" value="2500"/>	<input style="width: 80px;" type="text"/>	<input type="checkbox"/>						
200812	<input style="width: 80px;" type="text" value="3000"/>	<input style="width: 80px;" type="text"/>	<input type="checkbox"/>						

Once you have entered the necessary data, click the **Calculate Return Amount** button to process the data you have entered. The Tourist Payment Extension page will be displayed again with payment data extended for each of the periods that you submitted.

If there is a single outstanding payment due and you wish to pay it online, click the shopping cart link (  ) to the right of the *Total Due* column. This will place the property into the Shopping Cart and transfer you to the Shopping Cart Summary page for further action.

If you have submitted multiple payment periods for extension, a checkbox (  ) will be displayed to the right of the *Total Due* column. Checking this checkbox (all checkboxes will be checked by default) and clicking the shopping cart icon (  ) at the top of the list will place the property into the Shopping Cart and transfer you to the Shopping Cart Summary page for further action.

To return to the Tourist Account Details page without completing payment, click the  button.

Acct/ Period	Gross Rental	Exempt	Zero Return	Taxable	Taxes	Allowance	Penalty	Interest	Total Due	
200809	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/> Pay online
200810	<input type="text" value="1000.00"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>	1,000.00	30.00	0.00	50.00	0.34	80.34	<input checked="" type="checkbox"/> Pay online
200811	<input type="text" value="2500.00"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>	2,500.00	75.00	0.00	50.00	0.43	125.43	<input checked="" type="checkbox"/> Pay online
200812	<input type="text" value="3000.00"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>	3,000.00	90.00	2.25	0.00	0.00	87.75	<input checked="" type="checkbox"/> Pay online
Total Taxes Due for Reporting Periods Entered:									293.52	

Processing zero returns will still require you to complete the payment posting process in order for your account to be updated for this period. Your bank account will not be drafted for any amount.




## Shopping Cart Summary

The Shopping Cart Summary provides a list of the items which you have selected to pay for online and their associated costs. If you wish to remove an item from the cart, click the [Remove](#) link to the right of it. The Shopping Cart Summary will be re-displayed showing the revised content and total cost.

If you have placed a Business Tax Receipt item in the cart for payment, you can click the [Update Business Details](#) link to display the Update Business Details page. This will allow you to modify contact, business, and/or mailing information regarding the corresponding business tax receipt record.

A box describing the Tax Collector's policy of using credit or debit cards for payment will be displayed showing any additional costs for a convenience fee for the use of the credit or debit card. If the Tax Collector allows for this, an additional box will be displayed showing the payment policy for ACH (electronic check) payments and any additional costs associated with them.

To initiate payment, click the [Pay by Credit/Debit Card](#) button or the [Pay by ACH Payment](#) button, respectively to continue the payment process using that form of payment. This will result in the display of the appropriate Payment Information page for you to provide the necessary payment details.

### Shopping Cart Summary

[Return to Tourist Account](#)   [Search Tax Roll](#)   [Search Business Tax Receipts](#)   [Tourist Module](#)   [Help](#)

Property ID/License ID/Account	Year	Owner Name	Type of Payment	Amount	
0000192-200809		OWNER NAMES	Tourist	\$0.00	<a href="#">Remove</a>
0000192-200810		OWNER NAMES	Tourist	\$80.34	<a href="#">Remove</a>
0000192-200811		OWNER NAMES	Tourist	\$125.43	<a href="#">Remove</a>
0000192-200812		OWNER NAMES	Tourist	\$87.75	<a href="#">Remove</a>

Shopping Cart Total: \$293.52

**Credit/Debit Card Payment**

As a convenience to our taxpayers, we offer the option of On-line payment service. This service is provided by Point and Pay, Inc. In order to use this credit card option, you must agree to an additional 2.95% convenience fee per transaction, or a minimum of \$2.00, whichever is greater. The Marion County Tax Collector's office does not collect or receive any monies from this convenience fee. It is strictly a processing fee charged by Point and Pay in order to provide this convenient service to you.

Shopping Cart Total:	\$293.52
Convenience Fee:	\$8.66
<b>Total Credit/Debit Card Charge:</b>	<b>\$302.18</b>

[Pay by Credit/Debit Card](#)

**ACH - Checking Account Payment**

As a convenience to our taxpayers, we also offer the option of on-line payment directly debited to your checking account. In order to use this ACH option, you must provide the Bank Routing Number and Bank Account Number located at the bottom of your checks.

Total ACH - Checking Account Payment: \$293.52

[Pay by ACH Payment](#)

## Payment Information

The Payment Information page is where you provide the details necessary to actually process a payment. Please provide all pertinent information – you must supply all information for fields marked with an asterisk (\*) in order for your payment to be processed. See the Privacy Policy link for information about how the Tax Collectors Office uses your personal information. This is a secured transaction so your credit/debit card information or bank account information will be safe.

If you have selected to make an ACH – Checking Account Payment, you can verify your Bank Routing Number by entering the value and clicking the [Check Routing Number](#) link. This will display the name, city, and state associated with the bank routing number you entered to allow you to verify your bank.

When you have entered all of your information, read the statement at the bottom of the page. If you wish to continue with your online payment, check the associated box and click the  button to initiate the process of your payment. This may take a while, so please click this button only once. Keep in mind that if you are paying using a credit or debit card, a convenience fee will be assessed. Details for this are displayed at the top of the Payment Information page.

## Payment Information by Check:

### Payment Information

[Help](#) [Return to Cart](#) [Privacy Policy](#)

Cart Payment Header Text:

#### ACH - Checking Account Payment

As a convenience to our taxpayers, we also offer the option of on-line payment directly debited to your checking account. In order to use this ACH option, you must provide the Bank Routing Number and Bank Account Number located at the bottom of your checks.



Total ACH - Checking Account Payment: \$29.40

* Name: (as it appears on bank account)	<input type="text" value="CUSTOMER NAME"/>
* Address:	<input type="text" value="4333 CIRCLE WAY"/>
	<input type="text"/>
* City:	<input type="text" value="CITY"/>
* State / Province:	<input type="text" value="FL"/>
* Zip / Postal Code:	<input type="text" value="32999"/>
Country:	<input type="text" value="United States"/>
Contact Name: (if different from above)	<input type="text" value="CUSTOMER NAME"/>
* Phone:	<input type="text" value="9998882222"/>
Alternate Phone:	<input type="text"/>
Fax:	<input type="text"/>
E-mail Address:	<input type="text" value="wfbsusa@comcast.net"/>
* Bank Account Type:	<input type="text" value="Individual/Personal Bank Account"/>
* Bank Routing Number:	<input type="text" value="064000020"/> <a href="#">Check Routing Number</a>
* Bank Account Number:	<input type="text" value="1112223333"/>
* Confirm Bank Account Number:	<input type="text" value="1112223333"/>
Total Amount:	\$293.52
<p>If you check this box you are authorizing the Marion County Tax Collector to debit your account with the amount shown.</p> <p><input checked="" type="checkbox"/> Approve</p>	
<input type="button" value="Submit Payment"/>	

## Payment Information by Credit Card:

Payment Information	
<a href="#">Help</a> <a href="#">Return to Cart</a> <a href="#">Privacy Policy</a>	
Cart Payment Header Text:	
Credit/Debit Card Payment	
<p>As a convenience to our taxpayers, we offer the option of On-line payment service. This service is provided by Point and Pay, Inc. In order to use this credit card option, you must agree to an additional 2.95% convenience fee per transaction, or a minimum of \$2.00, whichever is greater. The Marion County Tax Collector's office does not collect or receive any monies from this convenience fee. It is strictly a processing fee charged by Point and Pay in order to provide this convenient service to you.</p>	
Shopping Cart Total:	\$899.40
Convenience Fee:	\$26.53
Total Credit/Debit Card Charge:	\$925.93
* Name: <small>(as it appears on credit/debit card)</small>	<input type="text" value="Name as appears on Credit Card"/>
* Address:	<input type="text" value="Address Line 1"/>
	<input type="text" value="Address Line 2"/>
* City:	<input type="text" value="City"/>
* State / Province:	<input type="text" value="State"/>
* Zip / Postal Code:	<input type="text" value="Zip Code"/>
Country:	<input type="text" value="United States"/>
Contact Name: <small>(if different from above)</small>	<input type="text" value="Contact Name"/>
* Phone:	<input type="text" value="999 999-9999"/>
Alternate Phone:	<input type="text"/>
Fax:	<input type="text"/>
* E-mail Address: <small>E-mail confirmation may be blocked by SPAM filters. Please add pay@mariontax.com to your approved address list.</small>	<input type="text" value="E-Mail Address"/>
* Payment Type:	<input checked="" type="radio"/> Credit Card <input type="text" value="Visa"/> <input type="radio"/> Debit Card
* Credit Card Number / Debit Card Number: <small>(please do not include hyphens)</small>	<input type="text" value="9999 9999 9999 9999"/>
Credit Card Expiration Date:	<input type="text" value="01 - January"/> <input type="text" value="2011"/>
Total Amount: <small>(includes applicable convenience fee)</small>	\$925.93
Checking this box authorizes the Marion County Tax Collector to debit your account with the amount shown. <input checked="" type="checkbox"/> I Approve	
<input type="button" value="Submit Payment"/>	
Cart Payment Footer Text:	
<small>* Required fields</small>	

## Payment Information

If your Submitted Payment is accepted a Payment Confirmation screen will appear showing the payment information. To print a copy of this hit Printable receipt at the bottom of the screen and it will format the payment information to be printed. The same receipt will be sent to the E-Mail address listed for the customer.

This receipt identifies online payments that were made to the TAX COLLECTOR via the Internet Tax Module. Payment details are provided below:

As a convenience to our taxpayers, we also offer the option of on-line payment directly debited to your checking account. In order to use this ACH option, you must provide the Bank Routing Number and Bank Account Number located at the bottom of your checks.				
Name:	CUSTOMER NAME			
Address:	4333 CIRCLE WAY CITY FL 32999 United States			
Contact Name:	CUSTOMER NAME			
Phone:	9998882222			
Alternate Phone:				
Fax:				
Payment Type:	ACH			
Bank Account Type:	Individual/Personal Bank Account			
Bank Routing Number:	XXXXXX0020			
Bank Account Number:	XXXXXXX3333			
Receipt Number:	995200700010210001			
Date and Time:	1/6/2009 11:47:18 AM			
IP Address:	127.0.0.1			
Shopping Cart Contents:				
Property ID/License ID	Year	Type of Payment	Amount	
0000192-200809		Tourist	\$0.00	
0000192-200810		Tourist	\$80.34	
0000192-200811		Tourist	\$125.43	
0000192-200812		Tourist	\$87.75	
Scheduled Payment Date:: 01/15/2009 Format: MM/DD/YYYY Enter the date that your account will be drafted for your payment. Please be aware that this date can affect whether you are assessed penalties and interest.				
Tourist Development Return Detail by Reporting Period:				
Period	200812	200811	200810	200809
Gross Rental	\$3000.00	\$2500.00	\$1000.00	\$0.00
Exempt	\$0.00	\$0.00	\$0.00	\$0.00
Taxable	\$3000.00	\$2500.00	\$1000.00	\$0.00
Taxes Due	\$90.00	\$75.00	\$30.00	\$0.00
Penalty	\$0.00	\$50.00	\$50.00	\$0.00
Interest	\$0.00	\$0.43	\$0.34	\$0.00
Collection Allowance	\$2.25	\$0.00	\$0.00	\$0.00
Total Paid	\$87.75	\$125.43	\$80.34	\$0.00
Convenience Fee (if applicable):				\$0.00
Total Amount (includes convenience fee):				\$293.52
If you check this box you are authorizing the Marion County Tax Collector to debit your account with the amount shown. [X] I Approve				