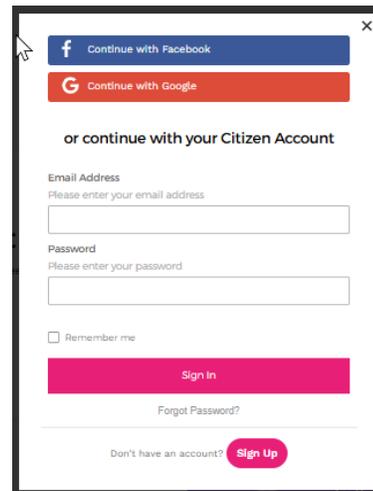
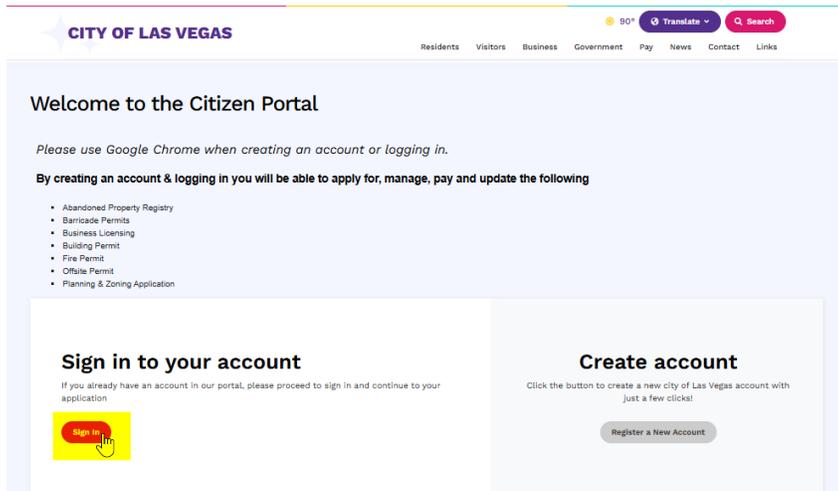


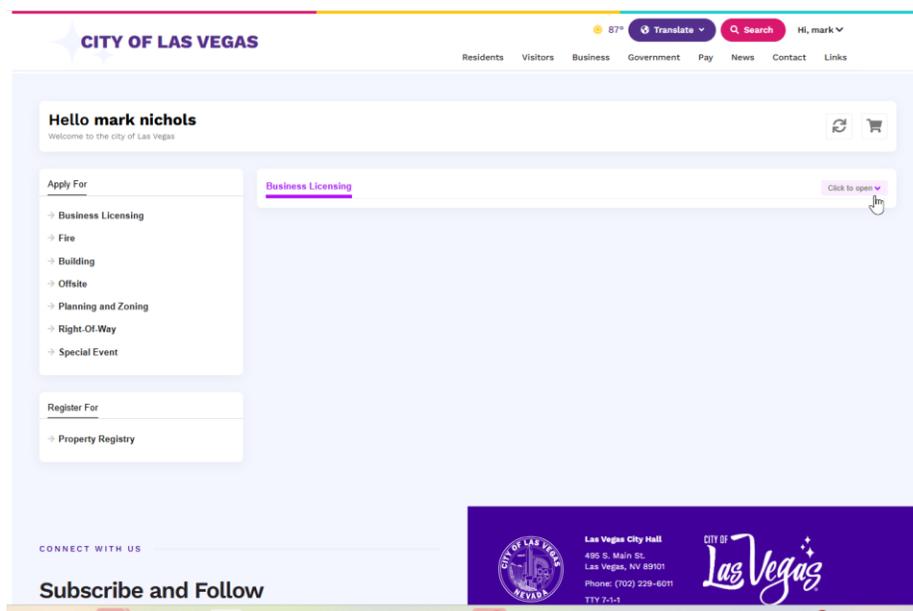
Reporting Monthly Room Revenue On-line

Entering the Data:

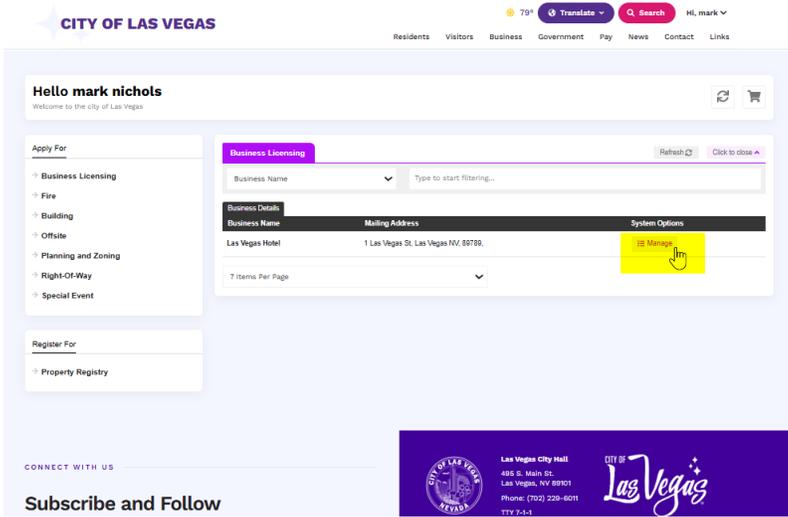
1. Log into your Citizens Portal account at <https://www.dnndev.lasvegasnevada.gov/Dashboard> . If you do not have an account you will need to create one (see step #16)



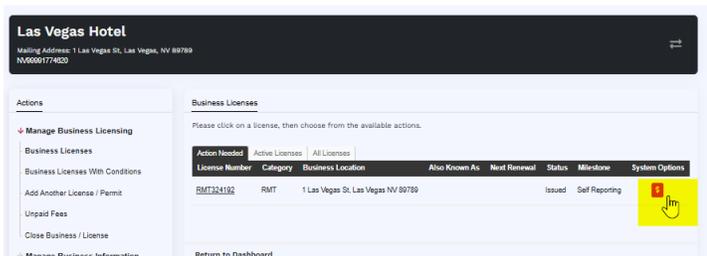
2. Open the Business License section



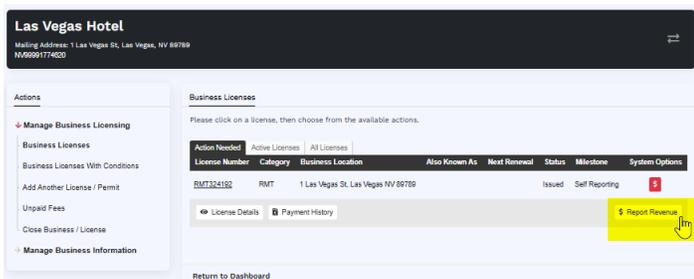
3. Click the "Manage" button for the business you wish to enter the information for.



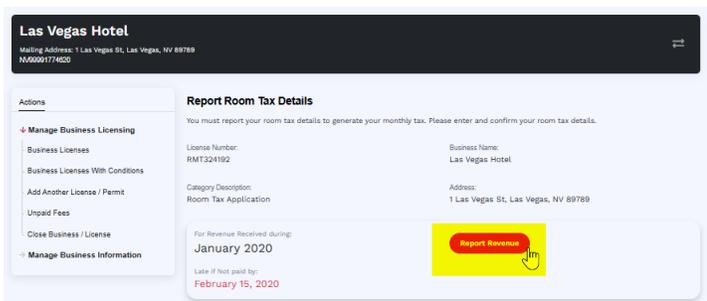
4. Select the “\$” button



5. Select the “\$ Report Revenue” button



6. Select the “Report Revenue” button



7. Enter data into fields 1, 2, 4, & 6 and click on the “Calculate” button.

Reporting Month: January 2020

License Number RMT324192
Business Name Las Vegas Hotel
Address 1 Las Vegas St, Las Vegas, NV 89789

Please fill in the below information to report your roomtax revenue and click "Calculate" when done.

* Required Field

1. Total Room Revenue \$ *
All Revenue from establishment regardless of who collects and remits taxes
10,000.00

2. Less Accommodations Facilitator Revenue \$ *
Revenue reported to City by a licensed Facilitator on your behalf
8,000.00

3. Gross Room Revenue \$
Line 1 minus Line 2. Revenue to be reported by the establishment
2,000.00

4. Allowable Deductions \$ *
Rents from guest's 31st day and later, Government exemptions, Comps
1,000.00

5. Taxable Room Revenue \$
Line 3 minus Line 4
1,000.00

6. Tax Collected \$ *
Room taxes collected by the establishment for the month
129

Close Calculate

8. The system will calculate the amounts due based on the date the data was entered.
- If the data looks correct click the “Submit & Pay” button.
 - If an error is noted, click the “Edit” button, make the needed corrections and repeat step #7.

Reporting Month: January 2020

License Number RMT324192
Business Name Las Vegas Hotel
Address 1 Las Vegas St, Las Vegas, NV 89789

Please confirm the information below and click "Submit and Pay Fee" if correct:

1. Total Room Revenue \$ *	Tax Calculated
All Revenue from facility regardless of who collected and remits taxes	\$130.00
10000.00	Gross Tax Due (Greater of Tax Calculated or Tax Collected)
2. Less Accommodations Facilitator Revenue \$ *	\$130.00
Revenue reported to City by a licensed Facilitator on your behalf	2% Discount
8000.00	\$2.60
3. Gross Room Revenue \$	Total Room Tax Due (if paid on September 30, 2025)
Line 2 subtracted from line 1. Revenue to be reported by the property	\$127.40
2000.00	
4. Allowable Deductions \$ *	
Rents from guest's 31st day and later, Government exemptions, Comps	
1000.00	
5. Taxable Room Revenue \$	
Line 4 subtracted from line 3	
1000.00	
6. Tax Collected \$ *	
Room taxes collected by the property for the month	
129.00	

Are the reported details and "Total Room Tax Due" correct?
(once confirmed, these amounts can only be changed by contacting Business Licensing)

Edit Information Submit & Pay Fees



c. A confirmation e-mail will be sent with the data entered. (see next page).

Confirmation E-mail example

Mark Nichols

From: DEV06-DoNotReply@lasvegasnevada.gov
Sent: Tuesday, September 30, 2025 2:49 PM
To: Mark Nichols
Subject: Room Tax Data for January 2020 - RMT324192 - City of Las Vegas

CAUTION: This email originated from an **External Source**. Please **use caution** before opening attachments, clicking links, or responding to this email. **Do not sign-in with your City of Las Vegas account credentials.**

The on-line submission for your Room Tax account, Las Vegas Hotel, for the month of January 2020 has been received. Below is a summary of the information reported and the associated amount due:

Taxes for Month of	January 2020
Tax Rate	13%
Due Date	2/15/2020
Reported Date	2/1/2020
Total Room Revenue	\$10,000.00
Less Accommodations Facilitator Revenue	(\$8,000.00)
Gross Room Revenue	\$2,000.00
Allowable Deductions	\$1,000.00
Taxable Room Revenue	\$1,000.00
Tax Collected	\$129.00
Tax Calculated	\$130.00
Greater of Tax Collected or Calculated	\$130.00
2% Collection Discount	\$2.60
Subtotal/Tax Due	\$127.40
10% Late Penalty	\$0.00
Late Interest @ 1.5% / Month	\$0.00
Tax Due	\$127.40

The **amount due is valid through February, 15, 2020**. If payment is not received by this date, additional interest will be applied. If you believe any of the information above is incorrect, please contact us immediately at (702)229-6281.

You may use this link to make your payment <https://www.dnndev.lasvegasnevada.gov/Pay/Pay-Development-Permits?source=bl>.

Fees can also be paid in person at:

Paying the Fees:

- The system will take you back to the Citizen Portal main screen. Click on “Unpaid Fees” in the “Actions” area on the left side of the screen.

Las Vegas Hotel
Mailing Address: 1 Las Vegas St, Las Vegas, NV 89769
NV6090174620

Actions

- Manage Business Licensing
 - Business Licenses
 - Business Licenses With Conditions
 - Add Another License / Permit
 - Unpaid Fees**
 - Close Business License
- Manage Business Information

Unpaid Fees

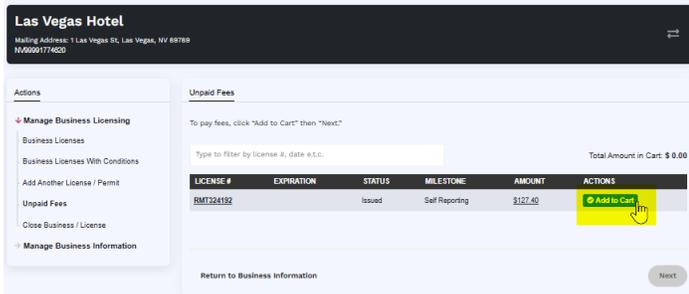
To pay fees, click "Add to Cart" then "Next."

Type to filter by license #, date e.t.c. Total Amount in Cart: \$ 0.00

LICENSE #	EXPIRATION	STATUS	MILESTONE	AMOUNT	ACTIONS
RMT324192		Issued	Self Reporting	\$127.40	Add to Cart

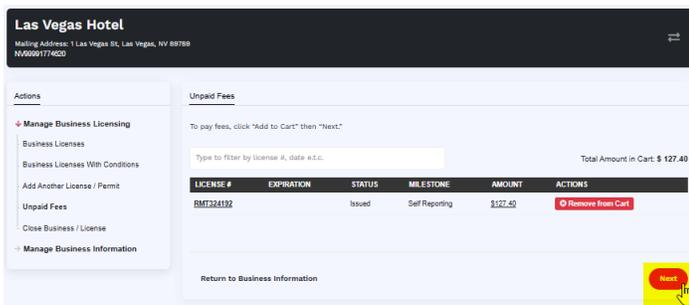
[Return to Business Information](#) [Next](#)

10. Find the fees associated with the month you just entered and click the “Add to Cart” button.

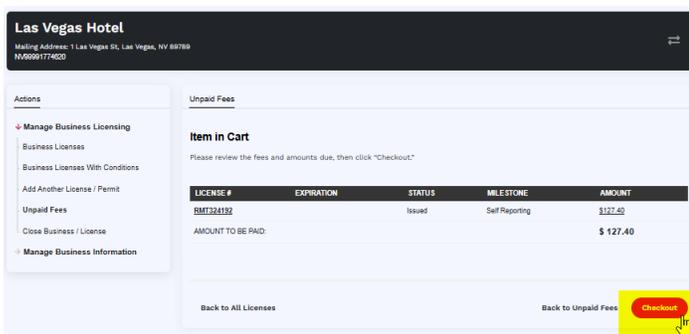


NOTE: Multiple fees can be paid at the same time. However, it is important to note that room taxes can be paid via ACH only. Any fees selected to be paid at the same time as room taxes can only be paid via ACH as well.

11. Once all fees have been selected, click the “Next” button.



12. You can review the amounts to be paid. If all amounts are correct, click the “Checkout” button.



15. A confirmation e-mail will be sent.

City of Las Vegas Payment Receipt

 DEV06-DoNotReply@lasvegasnevada.gov
To  BusLicenseRoomTax

CAUTION: This email originated from an **External Source**. Please use **caution** before opening attachments, clicking links, or responding to this email. **Do not sign-in with your City of Las Vegas account credentials.**

Thank you for your payment!

Payment Details:
Date: 9/30/2025 4:23:24 PM
Total Payment Amount: \$127.4
Payment Confirmation Number: 1042289
Payment Transaction Number: A3AD3E51514F

Register Transaction # 1249331
Register Transaction Number: 1249331
Authorization #: **Approved**

Transaction Summary:
License #: RMT324192
Business Name: LAS VEGAS HOTEL
Total Amount Due: \$127.40

Please keep this information as verification of payment. We appreciate your business.



Customer Care Center
500 S Main Street, Ste. 100
Las Vegas, NV 89101
Customer Hours:
Monday - Friday 7:30 AM to 5:30 PM

a. However, it is suggested that you print a PDF copy of the payment receipt for your records.

Pay For Business License (Development - Version 3.10.01)

Payment Details

Business License Number: RMT324192
Amount to be charged: \$127.40

Success!
Your bank account was successfully charged.
You can print your receipt by clicking the **Print Receipt PDF** button below.

Payment Confirmation Number: 1042289
Payment Transaction Number: A3AD3E51514F

Register Transaction # 1249331
Authorization Number: **Approved**

Bank Account Billing Information

Account Holder's Name: **Las Vegas Hotel**
Account Holder's Address: **1 Las Vegas Street**
Account Holder's Address 2:
Account Holder's City: **Las Vegas**
Account Holder's State: **NV**
Account Holder's Zip Code: **89101**
Bank's Name: **Bank of LV**
Routing Number: **111111118**
Account Number: **111111111111111**
Telephone: **(702) 229-6281**
E-mail Address: **buslicenserootax@lasvegasnevada.gov**

If the above information is correct, click the Submit Payment button once. To re-enter your input, click Re-Enter Information.

 [Return To Dashboard](#)



City of Las Vegas
Customer Care Center
500 S Main Street
Las Vegas, NV 89101

Online Payment Summary

Payment Details:
Date: 09/30/2025 4:24:18 PM
Total Payment Amount: \$127.40
Payment Confirmation Number: 1042289
Payment Transaction Number: A3AD3E51514F

 Register Transaction # 1249331
Authorization Number: Approved

Transaction Summary:

1	Permit/Application/Case #:	RMT324192	Address:	1 LAS VEGAS ST LAS VEGAS NV 89789-
	Project Name:			
	Tax Due - 01			\$127.40
	Total Due:			\$127.40

09/30/2025 4:24:18 PM www.lasvegasnv.gov

16. Creating a Citizen Portal (dashboard) account

- a. Use Google Chrome as the internet browser
- b. Go to www.lasvegasnevada.gov/dashboard
- c. Click on **Register A New Account**
- d. Enter First & Last Name and email
- e. You will receive an activation email where you will create your new password.
- f. Password = alphanumeric only, at least 8 characters, at least 1 uppercase letter.
- g. Do not use special characters such as \$! @ # ?, etc. as they seem to cause problems in Web browser.
- h. You may then log into your account with your email and password you created.
- i. You will need to Edit Profile and complete required contact information.
- j. Select *Update Profile Data* to save changes.

Note: If you do not see the business license information in the My Applications portion of your Dashboard, email the information you used to create your Dashboard (see list below) to License@lasvegasnevada.gov. We will then link you to the account as an authorized user:

- First Name
- Last Name
- Email address
- Business Name
- License #