

Instructions for filing Restaurant and Drinking Places Occupational Privilege Tax On-line

- You must have a valid e-mail address to use the on-line system.
- The first time the on-line process is used, you will need to **create an account** with a User ID and password for the City of Omaha and US Bank. The User ID must be 6-16 characters and the password must be 6-12 characters and include one letter and one number. (Hint: You may use the same User ID and password for City of Omaha and US Bank.)
- The Tax Payer Identification is the Employer Identification Number (EIN). If your business does not have an EIN, enter your Social Security Number.
- The local address is the business location.
- The mailing address may be the same or a corporate location.
- Tax Calculation
 - Enter total revenue subject to the Occupational Privilege Tax on line 1
 - Lines 3 through 10 will be calculated for you and should not be overwritten
- Payment is due by the last day of the month following the month in which the tax is collected. If the last day falls on a holiday or week-end, the next business day will be the due date.
- Payment options
 - Pay online with Checking/Savings Account (e-check) and Visa or Master Card (Note: If VISA or MasterCard is the method of payment, a convenience fee of 2.75% will be automatically assessed).
 - Pay with check by printing the completed form and mailing with check to: City of Omaha, 1819 Farnam St., Rm. H-10, Omaha, NE 68183