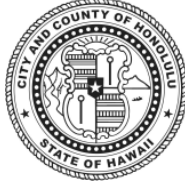


DEPARTMENT OF BUDGET AND FISCAL SERVICES
CITY AND COUNTY OF HONOLULU
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Online Filing Instructions

You may access online filing by going directly to <https://otatpay.honolulu.gov>

1. From the Home page of <https://otatpay.honolulu.gov>, click "Create a Business Account".
2. Sign Up for a New Account: Begin by creating the username and password for your online filing account and entering your contact information. Be sure to store your username and password in a safe place.
3. Business Information: Enter the information of the business you are filing for. This information will appear on the returns you file online.
4. Security Question: Click the link next to a question to use or type in your own question. Enter the answer to your question. Click the next button to save and continue. If you forget your password, contact us AvenuOahuTaxSupport@avenuinsights.com or call 866-940-7660 for assistance.
5. Location Information: Click the Yes button at the top of the screen to continue past this page if not needed.
6. Return Setup: Set up the returns you want to file with either your TA# or Bulk Filer#. Note: Upon completion of your online registration, you will receive a confirmation email. Select options from the drop-down menus. Click the Add Return button. The return appears in a table at the bottom of the screen. Click the Yes button at the top of the screen when you are finished setting up your return to continue to the home page of your account.
7. Congratulations! Your Online Filing account setup is complete. You are ready to begin filing your returns.

To file your return:

1. Click on "File a new return."
2. Use the drop-down menu to select your filing period then click next.

3. Use the radio buttons to select if you are filing for a single property (Single Filer) or filing as a bulk filer.
4. Complete the fields using the values submitted on your state return as indicated. Then press next.
5. Enter your payment information and press next.
6. Review your payment confirmation and submit. Congratulations!
Your payment submission is complete.

Payment history is stored under My Returns >> Filing History and can be accessed 24/7 on the payment portal.