



Instructions to Pay Hotel Occupancy Tax Online

Step 1 – Navigate to the following website

https://certifiedpayments.net/PaymentWizard_2.aspx

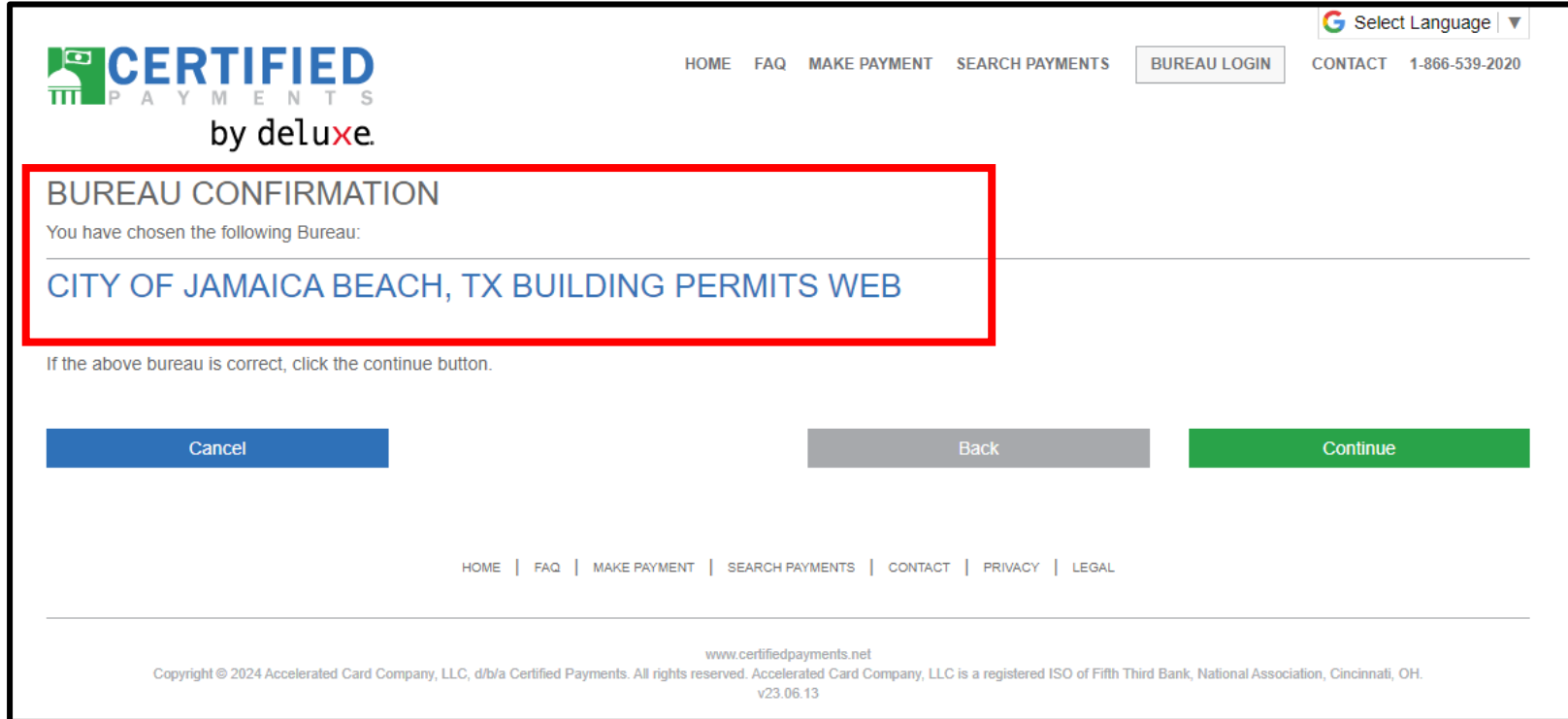
A screenshot of the "CERTIFIED PAYMENTS by deluxe." website. The page title is "ENTER BUREAU CODE". Below the title, it says "If you know the Bureau Code for your payment, enter it below. Then click continue." There is a text input field labeled "Bureau Code" containing the value "7609618". The input field is circled in red. Below the input field are two buttons: "Cancel" (blue) and "Continue" (green). The top navigation bar includes links for HOME, FAQ, MAKE PAYMENT, SEARCH PAYMENTS, BUREAU LOGIN, CONTACT, and a phone number 1-866-539-2020. The bottom of the page has a footer with the website URL www.certifiedpayments.net and copyright information for Accelerated Card Company, LLC, dated 2024.

Step 2 – Enter Bureau Code: **7609618** and then select

Continue

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Step 3 – Confirm the page looks like this:



CERTIFIED
PAYMENTS
by deluxe.

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Select Language ▼

BUREAU CONFIRMATION

You have chosen the following Bureau:

CITY OF JAMAICA BEACH, TX BUILDING PERMITS WEB

If the above bureau is correct, click the continue button.

Cancel Back Continue

HOME | FAQ | MAKE PAYMENT | SEARCH PAYMENTS | CONTACT | PRIVACY | LEGAL

www.certifiedpayments.net
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v23.06.13

Step 4 – Once you have confirmed **CITY OF JAMAICA BEACH, TX**, select

Continue



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Step 5

A Enter in **Payment Amount** field:

- ☐ Hotel Occupancy Tax Amount to be paid to City of Jamaica Beach

B Enter in **Permit #** field EXACTLY as described:

- ☐ HOT TAX STRXX-XXXXX QTR 1 2024

- (X=your STR Registration Number)

- ☐ Enter exactly as shown to ensure proper credit to your Short-Term Rental

C Select **Card Type** (Visa, Mastercard, American Express or Discover)

A screenshot of the "CITY OF JAMAICA BEACH, TX BUILDING PERMITS WEB" payment interface. The page has a header with "CERTIFIED PAYMENTS by deluxe" and navigation links: HOME, FAQ, MAKE PAYMENT, SEARCH PAYMENTS, BUREAU LOGIN, CONTACT, and 1-866-539-2020. The main section is titled "PAYMENT AMOUNT" with a subtext "Please enter the amount that you wish to pay the bureau in the box provided." Below this is a link "CITY OF JAMAICA BEACH, TX BUILDING PERMITS WEB". The form has two input fields: "Payment Amount" (labeled with a red 'A') containing "197.32" and "Permit #" (labeled with a red 'B') containing "HOT TAX STR23-00043 QTR 1 2024". There is a trash icon next to the permit number field and an "Add Another Payment" button. Below the input fields, it says "Select the method you would like to use to submit this payment." Under "Payment Method", "Bank Card" is selected with a radio button. Under "Card Type" (labeled with a red 'C'), "Visa" is selected from a dropdown menu. At the bottom, there are three buttons: "Cancel" (blue), "Back" (grey), and "Continue" (green). The text "Building Permits" is visible at the bottom of the form area.

Step 6 – Once completed, select


Continue



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Step 7

Fill out the form



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PAYMENT INFORMATION

CITY OF JAMAICA BEACH, TX BUILDING PERMITS WEB

Fill out the form below with the information received from the government agency.
Bold fields are required.

Bureau Requested Information

First Name

Middle Name

Last Name

Name Suffix ⓘ

Telephone

CountryUnited States

Address

(continued)

Zip Code

City

State

CancelBackContinue

Step 8 – Once completed, select

Continue



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Step 9

Fill out the form

The logo for "CERTIFIED PAYMENTS by deluxe" features a green icon of a building with a checkmark, followed by the word "CERTIFIED" in blue, "PAYMENTS" in green, and "by deluxe" in a smaller font.

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BILLING INFORMATION

CITY OF JAMAICA BEACH, TX BUILDING PERMITS WEB

Fill out the form below with the information received from the government agency.
Bold fields are required.

☐ My billing information is the same information I entered on the previous page.

Billing Information

First Name

Middle Name

Last Name

Name Suffix ⓘ

Telephone

CountryUnited States

Address

(continued)

Zip Code

City

State

Cancel

Back

Continue

Step 10 – Once completed, select

Continue



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Step 11

Fill out credit card information

The logo for CERTIFIED PAYMENTS by deluxe, featuring a green square with a white 'C' and the text "CERTIFIED PAYMENTS by deluxe" in blue and red.

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BANK CARD INFORMATION

CITY OF JAMAICA BEACH, TX BUILDING PERMITS WEB

Enter your bank card information below. If you would like a receipt via email, enter your email address. After you leave this page, your **card number** and **security code** will be masked for your protection. If you made a mistake, delete the masked text and retype it.

Bold fields are required.

Bank Card Information

Card Number	<input type="text"/>		
Expiration Date	<input type="text"/>	/	<input type="text"/>
Security Code	<input type="text"/>	How to Find Your Security Code	
Email Address	<input type="text"/>		

Cancel

Back

Continue

Step 12 – Once completed, select

Continue



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Step 13

Review Payment Information, Agree and Submit Payment for Processing

- You will be charged a nominal processing fee that will be shown to you before payment is processed.
- The payment amount and the convenience fee will be processed as two separate transactions.
- Print the receipt for your records as you will need this information if you need to contact the processing company regarding this payment.
- Processing company is certifiedpayments.net

If you have any questions or experience issues, please contact City Hall at (409) 737-1142.