

*Now Available*

## **Henderson County Tourism Development Authority**

### **Online Payment: Henderson County Occupancy Tax**

Henderson County TDA is excited to announce a new service available to Henderson County Lodging Owners/Managers. For convenience, monthly occupancy tax payments can now be made online by any accommodation wishing to do so. Easy steps to make an online payment have been provided below to assist you in the process. This is a secured payment link.

This service will go live on Monday, June 8, 2015. Please let us know if you have any questions or issues in using this online payment link.

Payments will continue to be accepted by cash or check at the Henderson County Finance Office located at the restored Courthouse on Main Street.

All payments must be submitted/postmarked by the fifteenth of the following month.

#### **Steps to Process Online Occupancy Tax Payment:**

1. Access the following payment site for Henderson County Tourism Development Authority – Occupancy Tax Payments:

[https://www.officialpayments.com/pc\\_entry\\_standard.jsp?productId=609130506114838966174469209442652230](https://www.officialpayments.com/pc_entry_standard.jsp?productId=609130506114838966174469209442652230)

or [www.OfficialPayments.com](http://www.OfficialPayments.com) (make sure you Bookmark this site for future)

2. Enter the appropriate information in the required fields.
3. Enter a payment amount.
4. Select the desired payment option (VISA Debit, MasterCard Debit, Visa/Discover/MasterCard Credit).
5. Click the "Continue" button.
6. Click "Accept" under Terms & Conditions.
7. If you do not wish to create a "My Account record" Select "Continue as Guest".
8. Enter the required Payer Information.
9. Under Payment option, enter the appropriate Credit/Debit Card account information.
10. Click the "Continue" button.
11. Verify the payment information and click the "Submit" button.
12. Upon approval, you will receive confirmation information.