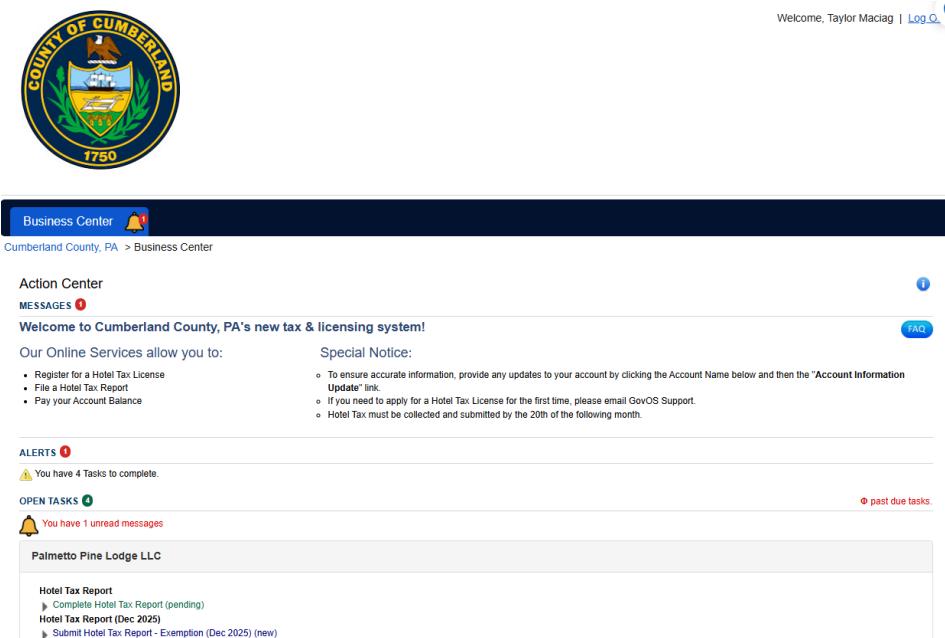


## Hotel Tax Monthly Reporting in Gov.OS

Open link: <https://cumberlandcountypa.munirevs.com/log-in/>

Login with your credentials.

You will arrive at the 'Business Center' when you log in... That page will look like this:



The screenshot shows the Cumberland County, PA Business Center dashboard. At the top is the County Seal. Below it is a navigation bar with 'Business Center' and a bell icon. The main content area includes sections for 'Action Center', 'MESSAGES' (with 1 message), 'Welcome to Cumberland County, PA's new tax & licensing system!', 'Our Online Services allow you to:' (with a list of 3 items), 'Special Notice' (with a list of 4 items), 'ALERTS' (with 1 alert), 'OPEN TASKS' (with 1 task), and a specific task for 'Palmetto Pine Lodge LLC'.

To file your monthly Hotel Tax Reports, go under the section 'Open Tasks'. Here you will find links to submit your Hotel Tax Reports for the month/s due.

Once you click on the link to report, you are brought to the 'Tax Exemption Declaration' page...

If you are a hotel, select YES and attach your exemption report.

If you are an AirBNB, VRBO, Hopper, etc. select NO. – Exemptions do not apply to Booking Agent users.

### Tax Exemption Declaration

#### Cumberland County, PA

<https://cumberlandcountypa.gov/>

1 Courthouse Square, Rm 201 | Carlisle, PA 17013

If claiming exemptions, you must include an exempt receipts report or the Monthly Tax Exemption Statement Form.

[Click here](#) to open a copy of the form. This form can be filled and saved to your local system, then uploaded.

Are you declaring any Tax Exemptions? \*

Yes  No

[Save & Exit](#) [Print](#)

[Submit](#)

Once completed, click 'SUBMIT'

You will then be moved to the reporting page... Here you will enter your gross receipts and exemptions (if eligible).

## CUMBERLAND COUNTY, PA

### Hotel Tax Report (Dec 2025)

202972

Palmetto Pine Lodge LLC

Period: 12/01/2025 Due: 01/20/2026 Current Time: 01/07/2026 01/07/2026 Late: NO

#### Hotel Tax Report

##### Account Operator

1	Gross Receipts (Exclude booking agent receipts) - Click for more information. *	<input type="text"/>
2	Less: Exempt Receipts (If claiming exemptions, must include exempt receipts report)	<input type="text"/>
3	<b>Taxable Receipts</b>	0.00

##### TAX CALCULATIONS

4	Amount of Tax Due (5% of Taxable Receipts)	0.00
5	Late Fee (1.50% of tax due amount) - Click for more information.	0.00
6	<b>Total Due</b>	0.00

##### Booking Agent

7	Gross Receipts	<input type="text"/>
8	Less: Exempt Receipts	<input type="text"/>
9	<b>Tax Remitted by Booking Agent (County hotel tax only.)</b>	0.00

AFTER SUBMITTING THIS FORM with the submit button below, ALL FILERS must continue through the shopping cart to obtain a receipt, including Zero Filers and filers who utilize booking agents.

**Zero Return:** You must complete a zero cost checkout. Submit your form below, moving through the cart to complete the zero transaction.

Once a form has been properly completed, a receipt will be issued and the form will no longer appear as an open task in the Business Center.

I hereby certify that this return is to the best of my knowledge, information and belief, a full, true and correct disclosure of all taxes and fees collected or incurred during the period indicated on this return. I understand that false statements made herein are subject to the penalties of 18 Pa.C.S. 4904 relating to unsworn falsification to authorities.

If you are a hotel or collect rental earnings through a self-managed website with payments going directly to you, enter your gross receipt earnings in the yellow box on Line 1.

If you manage your rental bookings through a Booking Agent like AirBNB, VRBO, etc. Those agents collect and remit your hotel tax for you automatically through their website, enter all your gross receipt earnings in the yellow box in Line 7.

\*NOTE: You will need to put a zero in Line 1 due to that field being required if entering Booking Agent gross receipts.

\*Due to the Hotel Tax Ordinance 2023-2, it is required to submit a filing even if all funds are collected through a Booking Agent. Zero filings are required to be sent to the Treasurer's Office if no earnings are received for that month.

Hotel Tax Reports are required to be submitted to the Cumberland County Treasurer's Office monthly.\*

Once everything has been entered in the appropriate lines, at the bottom of the reporting page, complete the required fields...

1. NAME
2. TITLE
3. DATE

NAME (as electronic signature) *	Title (Owner, Manager, Etc.) *	Date *
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Save & Exit** **Print** **Submit**

Once all the required fields are filled in, click 'SUBMIT'

You will then be moved to the 'Checkout' screen...

- ✓ Form Updated.
- ✓ Proceed with Checkout.

**Cart Items**

FORM UPDATED – PLEASE CONTINUE WITH CHECKOUT TO FINALIZE TRANSACTION – THIS MUST BE DONE FOR ZERO RETURNS

	due	\$ 0.00
Hotel Tax Report Late Fee (remove) Palmetto Pine Lodge LLC	1/20/26	\$ 0.00
Hotel Tax Report Late Fee (remove) Palmetto Pine Lodge LLC	due	\$ 0.00
	1/20/26	\$ 0.00
	Total (US Dollars)	\$ 0.00

**Recalculate Items**

The following forms need to be recalculated  
You have no forms that need to be recalculated.

**Incomplete Items**

⚠ The following items are still pending

Palmetto Pine Lodge LLC
Hotel Tax Report (Nov 2026)
↳ Submit Hotel Tax Report - Exemption (Nov 2025) (new) ⓘ
↳ Tax Exempt Document Upload
↳ Complete Monthly Tax Exemption Statement Form (new) ⓘ

**Pending Items**

The following forms are pending payment  
All of your pending transactions are in your shoppingcart.

**Completed Items**

The following forms were recently completed  
You have no recently completed transactions.

**Payment Method**

**Back to Business Center**

To be able to proceed, click ‘PAYMENT METHOD’

\*Even if you use a Booking Agent or have a zero-filing, you will still need to advance to this screen. You will not be charged or owe anything to the Treasurer’s Office.\*

You will then be moved to the ‘Payment Method’ screen, that screen will look like this:

The screenshot shows a 'Payment Method' page with a 'Business Center' header. The URL is 'Cumberland County, PA > Business Center > Shopping Cart > Payment Method'. The page is titled 'Payment Method' and shows a 'Zero Cost Checkout' message. It states: 'You are checking out with no amount due.' and 'To continue with this process, click the "Complete Transaction" button below.' On the right, there is a 'Cart Items' section with a table:

The following forms are in your cart		
Hotel Tax Report Late Fee	due	\$ 0.00
Palmetto Pine Lodge LLC	01/20/26	
Hotel Tax Report Late Fee	due	\$ 0.00
Palmetto Pine Lodge LLC	01/20/26	
<b>Total</b>		<b>\$ 0.00</b>

At the bottom are 'Back to Business Center', 'Back to Cart', and a large orange 'Complete Transaction' button.

Click ‘COMPLETE TRANSACTION’ when finished

After you select ‘COMPLETE TRANSACTION’, you will be brought back to the ‘Business Center’, you can either leave the site, or file for another month if any reports are outstanding.

You will receive an E-Mail confirmation once your filing has been completed.

\*\*All hotel tax reports must be submitted to the Cumberland County Treasurer’s Office on or before the 20<sup>th</sup> of every month for the prior month that you are reporting.\*\*

Example: If you are to pay November 2025 hotel tax then the report is due on December 20<sup>th</sup>.