



Nassau County Treasurer Department Entertainment Tax Surcharge Electronic Filing and Payment

Go to this URL -<https://app.nassaucountyny.gov/Treasurer/ESTR/entertainment/index.php>

1. CREATE AN ACCOUNT

- a. Click on the green "Create a new account" button.
- b. Fill out all required fields marked with a red asterisk.
- c. Tax ID and email address are unique fields.
 - i. It is suggested each venue set up one shared user-profile in case more than one user needs or will need access in the future. Once criteria is set in a profile for tax ID and email address, they cannot be reused in another profile.

2. LOG IN

- a. Enter your email and password that you registered with.

3. FORGOT YOUR PASSWORD

- a. Click the "Forgot your password?" link on the log in screen.
- b. Enter your email address on file and a reset password link will be sent to you.
- c. In the email that you receive, click the link to reset your password.
- d. Enter your new password twice.

4. FEATURES

a. UPDATE ACCOUNT

- i. Update your mailing address, first name, last name, and password.
- ii. If you need to change your email address, you will have to contact the Treasurer department.

b. ACCOUNT HISTORY

- i. View previously filed returns.
- ii. Continue incomplete returns.
 1. In the event a return cannot be completed in one sitting, all entered events are saved in the system so you can log out and then return to it later. Once logged back in you can finish your incomplete return via this link.

5. FILL OUT TAX RETURN

a. PAGE 1

- i. Select the period you are filing for (monthly or quarterly).
- ii. Confirm and fill out any information regarding the business in fields not auto-populated from information provided from your account profile.
- iii. Click the blue "Update" button.

b. PAGE 2 – Schedule-A

- i. Enter your events.
- ii. Calculations are automatic based on the filing period, filing date, and amount of tickets sold, refunded, and exempt.
- iii. Proceed to the next page by clicking on the green button at the bottom to enter each event.



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- iv. Edit or delete a previously entered event by clicking on the appropriate event's link below the green button.
- v. When you are finished entering all events for a return, click the blue Summary/Checkout button to proceed to the next page.
- c. **PAGE 3 – Certification**
 - i. Confirm the amounts are correct.
 - ii. Certify return is correct and accurate (check box on bottom).
 - iii. Enter information of preparer if other than Taxpayer (if applicable).
 - iv. Enter contact information.
 - v. Click on blue button to proceed to payment screen.
- d. **PAGE 4 – ACH Payment**
 - i. Before you proceed with ACH payments, it is required that you contact your financial institution and inform them of Nassau County's ACH ID Number (**9825516001**) so a debit from your account can occur when a purchase is made. This requirement is to insure that proper payment is made and to avoid late fees that may occur. Failure to add the Nassau County's ACH ID Number (**9825516001**) will result in the blocking of your account until such time as written confirmation is provided from your financial institution.
 - ii. Enter the information for your account used to issue the payment, the name as it would appear on your check (personal or business name), bank routing number and account number.
 - iii. Verify phone number and email address.
 - iv. Check the agreement box and click on the green button to Process Payment and submit your return.