

# City of Sioux Falls Online Bid Occupational Tax Remittance Report

1. Navigate to the following link:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=33de1489-47a3-49a9-9145-21419896d9d7&env=na3&acct=a50b3399-ed52-4f55-8e5c-b8b7caf7cafc&v=2>

2. Enter your name and email address:

The screenshot shows the 'PowerForm Signer Information' page. At the top left is the City of Sioux Falls logo. The top right has 'BEGIN SIGNING' and 'HELP' links. The main content area has the title 'PowerForm Signer Information' and instructions: 'Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.' Under the heading 'Originator', there are two required fields: 'Your Name: \*' with a 'Full Name' input box, and 'Your Email: \*' with an 'Email Address' input box. A blue 'BEGIN SIGNING' button is centered below the form. The footer contains 'Powered by DocuSign', language and contact links, and a copyright notice for 2022 DocuSign, Inc.

3. Select "CONTINUE" to begin or "FINISH LATER" to have a draft emailed to you to finish at a later date:

The screenshot shows the document review screen. At the top, a cookie notice is visible with an 'OK' button. Below it, the text 'Please Review & Act on These Documents' is displayed. On the left, a profile for 'Jon Economic, City of Sioux Falls' is shown. On the right, the City of Sioux Falls logo and 'Powered by DocuSign' are present. The main area features a table with 22 rows and several columns. A blue bar at the top of the table contains the text 'Please review the documents below.' and three buttons: 'CONTINUE' (with a red arrow pointing to it), 'FINISH LATER', and 'OTHER ACTIONS'. A tooltip over the 'FINISH LATER' button reads: 'Use the Finish Later option to continue signing this document at a later time. Learn more...' with a 'GOT IT' button. The footer includes 'Powered by DocuSign', a language change option, and a copyright notice for 2022 DocuSign, Inc.

3				0	
4				0	
5				0	
6				0	
7				0	
8				0	
9				0	0.00
10				0	0.00
11				0	0.00
12				0	0.00
13				0	0.00
14				0	0.00
15				0	0.00
16				0	0.00
17				0	0.00
18				0	0.00
19				0	0.00
20				0	0.00
21				0	0.00
22				0	0.00

4. At the top of the form, enter:
  - a. Hotel name
  - b. Hotel address
  - c. Month for which remittance is for
  
5. Proceed to the next section and enter your room data
  - a. Columns D & E will automatically calculate the daily amount of rooms sold subject to tax and the tax due


Please review the documents below. FINISH FINISH LATER OTHER ACTIONS ▾

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City of Sioux Falls  
**BID Occupational Tax Remittance Report**

DocuSign Envelope ID: BF2068DC-EDF2-432A-A291-EB6E8BCDC70E

Name:  Month:  Address:  Year:



	A	B	C	D	E	F
Date	Total Rooms Sold	Number of Exempt Rooms	Number of Comp Rooms	Rooms Sold Subject to Tax	Tax Due at \$2 per Room	Basis for Offering Complimentary Room
1				0	0.00	
2				0	0.00	
3				0	0.00	
4				0	0.00	
5				0	0.00	
6				0	0.00	
7				0	0.00	
8				0	0.00	

6. Once room data is entered, the form will automatically calculate the total amount of tax due.
  - a. **The form will only allow you to pay the amount shown in the TOTAL TAX DUE box.**
  
7. Navigate to the bottom of the form and click on the yellow "Sign" box. You will be prompted to adopt a signature.

31				0	0.00	
Long-Term				0	0.00	
<b>Total</b>	0	0	0	0	\$0.00 USD	<b>TOTAL TAX DUE</b>

**Rooms sold that are exempt from the \$2 per night BID tax include:**

- Complimentary guest rooms.
- Sales Tax-exempt guest rooms.
- Extended stay guest rooms beyond 28 consecutive days

**Total Rooms Sold Subject to Tax and Total Tax Due** must be reported on the BID Occupational Tax Remittance Report and remitted to the City with payment on or before the 20th of the following month (i.e., January tax due by February 20th).

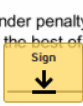

**Check payable and sent to:**  
 City of Sioux Falls  
 Attn: Finance—CVB BID Tax  
 224 West Ninth Street  
 P.O. Box 7402  
 Sioux Falls, SD 57117-7402

This occupancy tax and any associated penalty due to non-payment is pursuant to Section 37.999 of the Revised Ordinances of Sioux Falls, SD.

I declare, under penalty of perjury, that the above accounting of rooms rented is accurate and the tax payment made herein is accurate to the best of my knowledge according to my business records.

Signed  Dated

Title

**FINISH**

BID Occupational Tax Remittance Report 1 of 1

8. You can select a standard signature, draw your own, or upload one. Once completed, select “ADOPT AND SIGN”

### Adopt Your Signature ✕

Confirm your name, initials, and signature.

\* Required

**Full Name\***

**Initials\***

SELECT STYLE
DRAW
UPLOAD

**PREVIEW** Change Style

DocuSigned by:

Your Name

802BF1EC75DB4AA...

DS

YN

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN
CANCEL

9. You can attach supporting documentation if applicable here:  
 a. No other supporting documentation is required unless requested by the City Finance Office

31					0	0.00	
Long-Term					0	0.00	
<b>Total</b>	0	0	0	0		\$0.00 USD	<b>TOTAL TAX DUE</b>

<p><b>Rooms sold that are exempt from the \$2 per night BID tax include:</b></p> <ul style="list-style-type: none"> <li>Complimentary guest rooms.</li> <li>Sales Tax-exempt guest rooms.</li> <li>Extended stay guest rooms beyond 28 consecutive days</li> </ul>	<p><b>Total Rooms Sold Subject to Tax and Total Tax Due</b> must be reported on the BID Occupational Tax Remittance Report and remitted to the City with payment on or before the 20th of the following month (i.e., January tax due by February 20th).</p>	<p><b>Check payable and sent to:</b>            City of Sioux Falls            Attn: Finance—CVB BID Tax            224 West Ninth Street            P.O. Box 7402            Sioux Falls, SD 57117-7402</p>
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**Signed** Sign  
↓ \_\_\_\_\_ Jon Economo

**Title**  \_\_\_\_\_

**Dated** 9/21/2022

Optional

FINISH

10. Add your job title here:

31				0	0.00	
Long-Term				0	0.00	
<b>Total</b>	0	0	0	0	\$0.00 USD	<b>TOTAL TAX DUE</b>

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**Signed**  \_\_\_\_\_ **Economo**      **Dated**      9/21/2022

**Title**



**FINISH**

11. Once completed, select "FINISH" to continue to payment

31				0	0.00	
Long-Term				0	0.00	
<b>Total</b>	0	0	0	0	\$0.00 USD	<b>TOTAL TAX DUE</b>

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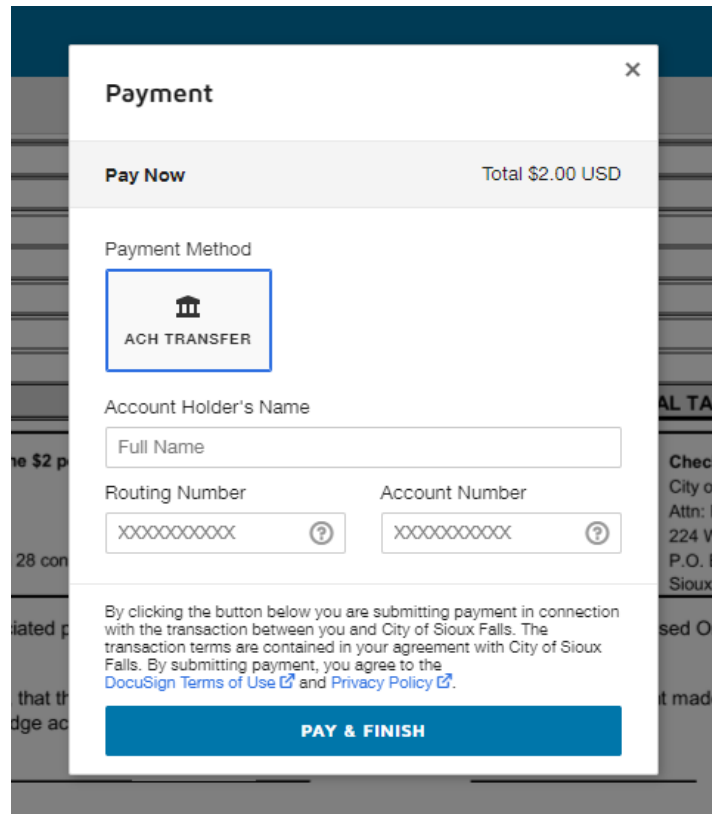
**Signed**  \_\_\_\_\_ **Jon Economo**      **Dated**      9/21/2022

**Title**



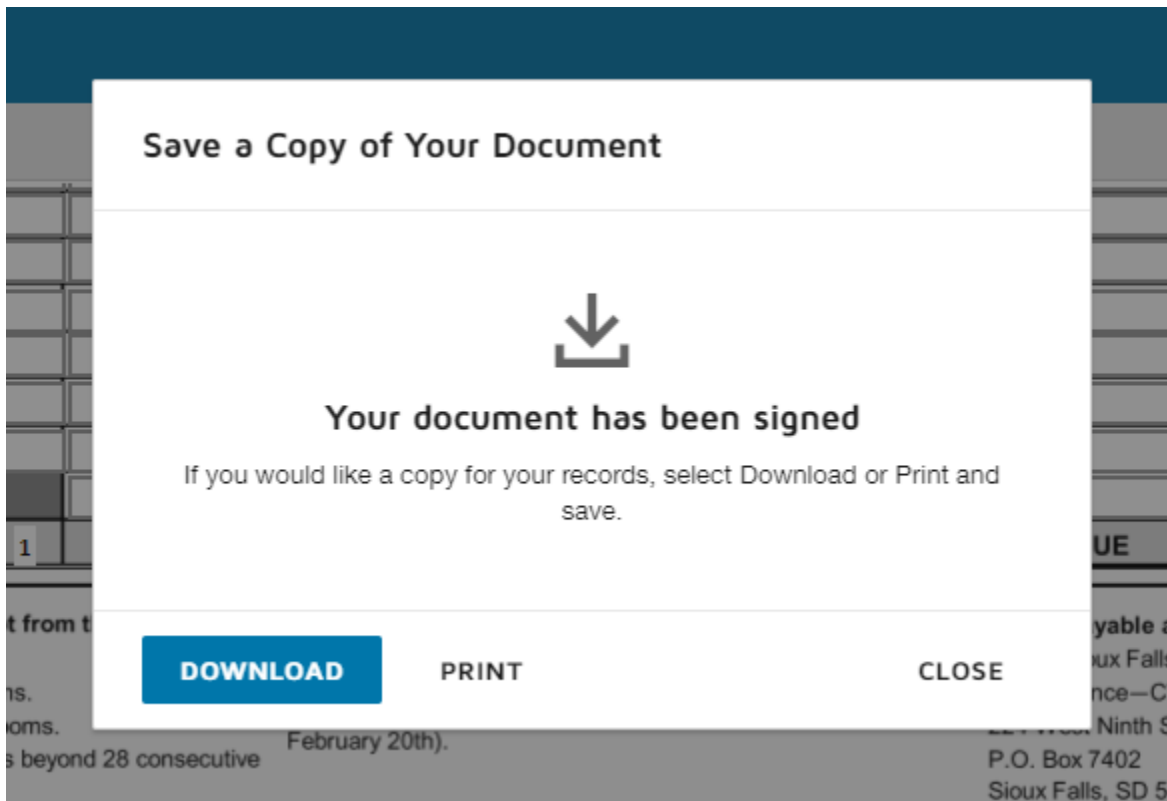
**FINISH**

12. Enter your banking information and select PAY & FINISH



The image shows a 'Payment' modal window. At the top, it says 'Pay Now' and 'Total \$2.00 USD'. Under 'Payment Method', 'ACH TRANSFER' is selected and highlighted with a blue box. Below that are input fields for 'Account Holder's Name' (Full Name), 'Routing Number', and 'Account Number'. At the bottom, there is a blue button labeled 'PAY & FINISH'. A disclaimer at the bottom of the form states: 'By clicking the button below you are submitting payment in connection with the transaction between you and City of Sioux Falls. The transaction terms are contained in your agreement with City of Sioux Falls. By submitting payment, you agree to the [DocuSign Terms of Use](#) and [Privacy Policy](#).'

13. Once completed, you have the option to download or print your completed form. You have successfully submitted your online BID Occupational Tax Remittance Report



The image shows a 'Save a Copy of Your Document' dialog box. It features a download icon (a downward arrow inside a square) and the text 'Your document has been signed'. Below this, it says 'If you would like a copy for your records, select Download or Print and save.' At the bottom, there are three buttons: 'DOWNLOAD', 'PRINT', and 'CLOSE'. The background shows a blurred document with text like 'February 20th)' and 'Sioux Falls, SD 57'.