

# Online Payment Tutorial

## How to File my Tax Return

To pay your taxes online, go to our website at [Comal W.O.R.D. \(wordcc.com\)](http://Comal W.O.R.D. (wordcc.com)). Enter your email address and password.



The screenshot shows the login interface for the WORD of Comal County website. At the top left is the WORD logo, which includes the text 'WORD' above 'Water Control Administration District of Comal County'. To the right of the logo, the text 'WORD of Comal County' is displayed in a green font, with 'Account - Login' below it. Below the header are two input fields: 'Email Address' and 'Password'. Under the 'Email Address' field, there are links for 'Register | Forgot Password'. To the right of these links is a checkbox labeled 'Remember Me?' which is checked. At the bottom right of the form is a green 'Login' button.

Once you have logged in, click on the Orange Button "\$ MAKE A PAYMENT" at the top left corner.



## STEP 1: TAX PERIOD

Click on the tab under Quarterly Payment “3<sup>rd</sup> Quarter Payment”, if you are paying quarterly or select the Month you are remitting if you are paying monthly.



The screenshot shows a user interface for selecting a tax period. It is divided into two sections: "Quarterly Payment" and "Monthly Payment". Under "Quarterly Payment", there is a single button labeled "3rd Quarter Payment". Under "Monthly Payment", there are three buttons labeled "Jul 2021 Payment", "Aug 2021 Payment", and "Sep 2021 Payment".

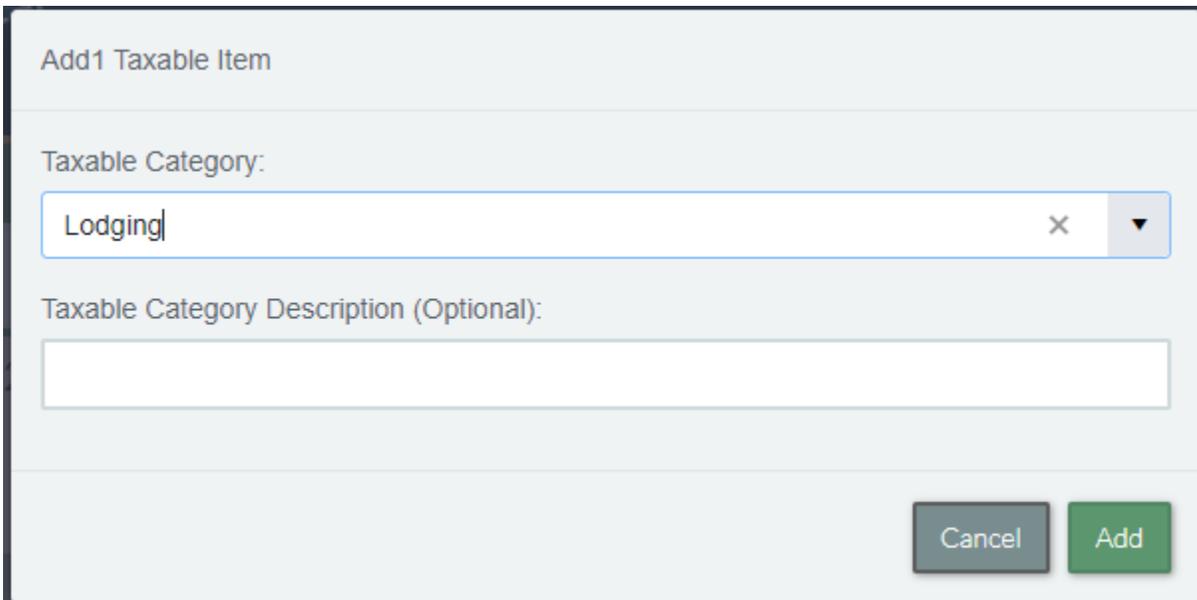
## STEP 2: TAXABLE ITEMS

If you do not have a Taxable Category listed, then you will click on the Green Box “+Add Taxable Category.”



A green rectangular button with a white plus sign icon and the text "+ Add Taxable Category".

Select the Taxable Category from the dropdown box, you are reporting revenue for and click Add.



The screenshot shows a form titled "Add1 Taxable Item". It contains a "Taxable Category:" label followed by a dropdown menu with "Lodging" selected. Below this is a "Taxable Category Description (Optional):" label followed by an empty text input field. At the bottom right of the form are two buttons: "Cancel" and "Add".

If you have multiple Taxable Categories you are reporting for, then repeat the steps listed above.

Enter the Total Sales for the Taxable Category and then tab over. This will automatically calculate the tax due.

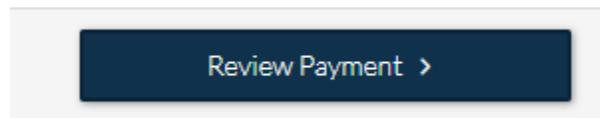
**Taxable Categories**

#	Item	Description	Total Sales:	Tax Rate	Tax Due:	
1	Lodging		\$ 300.00	4.00 %	\$ 12.00	

[+ Add Taxable Category](#)

<b>Total Sales</b>	<b>\$ 300.00</b>
<b>Tax Due</b>	<b>\$ 12.00</b>

Click on “Review Payment” at the bottom of the page.



### STEP 3: REVIEW & PAY

Enter your payment information that you chose to use (E-check, Credit Card)

Credit Card / E-Check [Pay by Mail](#)

**Payment Information**

First Name:  Last Name:

Email Address:  Phone Number:  Postal Code:

Card  ECheck

**Card Payment**

Card Number:  Month:  Year:  CVV:

Payment Breakdown	
Tax Due	\$ 12.00
Late Penalty (5%)	\$ 0.00
Late Filing Fee	\$ 0.00
Processing Fees	TBD
<b>Total Due</b>	<b>\$ 12.00</b>

Once you have entered your payment information, click on the gray box “Click to Agree” at the bottom right side of the page.

As the TAXPAYER OR DULY AUTHORIZED AGENT, by checking this box, I declare that the information submitted electronically is true and correct to the best of my knowledge and belief.

[Click to Agree](#)

Once you have checked this Box, then it will change to read as follows:

As the TAXPAYER OR DULY AUTHORIZED AGENT, by checking this box, I declare that the information submitted electronically is true and correct to the best of my knowledge and belief.

Agreed

Click on the "Pay Now" Button.

 \$ 12.00 Pay Now

You then will receive a message saying that your Tax Return and payment is complete.

If you select the Pay by Mail Option, then you will click on the "Pay Now" button and then you will need to download the tax return document and attach a signed copy of it to your mail-in payment.

 \$ 12.00 Pay Now



# W.O.R.D. of Comal County Tax Return

Business Name	Test Business 2	Permit Number	L2342
Taxpayer Name	Bill and Sue and Darrell Smith	Reporting Period	2021, 3rd Quarter
Phone Number	(254) 462-7793	Due Date	2021-10-20T23:59:59

### TAXABLE ITEMS:

	Item	Description	Total Sales:		Tax Rate		Tax Due:
1	Lodging		\$ 300.00	x	4.00 %	=	\$12.00

Total Sales	\$300.00
Tax Due	\$12.00
Late Penalties	\$0.00
<b>Total Payment Due</b>	<b>\$12.00</b>

I declare that the information in this document and any attachments are true and correct to the best of my knowledge and belief.

### TAXPAYER OR DULY AUTHORIZED AGENT:

Signature		x
Print Name		x
Date		x

Make Checks Payable To:  
**W.O.R.D. of Comal County**  
**P.O. Box 2789**  
**Canyon Lake, Tx 78133**  
**(830) 907-2300**

Office Use Only	
Payment Amount	x
Check Number	x
Date on Check	x

Test Business 2 | L2342

Monthly or Quarterly: 2021, 3rd Quarter

Cancel

Download PDF

