Fort Bend County
SIT Portal
New Term to Know

• **The SIT Portal** – This refers to the new website developed for the dealers to login, record and file their sales statements and annual declarations with the Fort Bend tax office.
What are some advantages of the SIT Portal?

- Reduces dealer tax calculation errors.
- Produces the dealer’s monthly/annual reports electronically and files them with the tax office once they submit them.
- Sales reports are immediately updated (independent of the payment) in the tax office.
- Reduces keying errors internally.
SIT Portal Login Page

Special Inventory Tax System

Enter your account information and password

Account: PORT BEND COUNTY SIT
User: zdelta
Password: **********

If you are a new user or forgot your username, please contact your Tax Office.
User enters username and temporary password provided by the tax office.

The portal will immediately prompt the user to reset (meaning create a new) password. The screen directs the user on what password minimum requirements are.
As the portal user meets each of the minimum password requirements, the requirement will change from red to green and will display a checkmark. Once all requirements are met, it will display a message at the bottom stating “Your password meets the requirements.”
Once the user meets the requirements and clicks **SUBMIT**, the portal will provide a confirmation that their password has been updated. They may then click the **LOGIN** button and login using their new password they just created.

**SIT Portal Login Page: 1st Time Login**

- **Account:** Fort Bend County SIT
- **User:** a
- **New Password:** ********
- **Confirm New Password:** ********

Create and verify your new password

You password has been updated

Please login with your new password to continue:

[Login]

If you forget your username or are having problems please contact your Tax Office.
Dealer's login account with one dealer assigned:
Agent’s login account with multiple dealers assigned:
SIT Portal Dealerships Page

- User’s Name
- Date/Time
- Dealerships page link
- Payments Due Link
- Logout
- Help
- Dealership Accounts
SIT Portal Yearly Summary Page

- Edit/View monthly sales
- Make Payments
- View YTD Sales Info
SIT Portal Sales Page (click Edit/View on Previous Summary Page)

- Back to Yearly Summary page
- Create New Record (manual individual sale entry)
- Import Records (bulk upload sales entry: csv file)
- Confirm Totals (close month)
Two methods of entering sales:

- **Create New Record** – manual entry (one by one).
- **Import Records** – bulk upload using dealer type-specific excel files which produce a CSV file for importing.
SIT Portal Sales Page: Create New Record

- Date of Sale
- Item Name
- ID/Serial Number
- Purchaser Name
- Sale Type
- Price
- Tax (auto calculated)
- Add Another/Cancel/Finish
Report 1 includes all sales entered until report closed by using Confirm Totals process.

Normally, a dealer should keep a report open for the month and close (Confirm Totals) at end of month.

Additional reports can be entered afterwards.
SIT Portal Sales Page: Sales Importer

- Only specified file format can be accepted. File format must be CSV
- Click Browse, open file.
SIT Portal Sales Page: Sales Importer

- Errors or differences are highlighted in pink.
- Notice Date of Sale needs to be in March 2020.
### Dates corrected.

<table>
<thead>
<tr>
<th>Sale Date</th>
<th>Model Year</th>
<th>Make</th>
<th>Identification Number</th>
<th>Purchaser</th>
<th>Sale Type</th>
<th>Price</th>
<th>Entered Tax</th>
<th>Calculated Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/05/2020</td>
<td>2013</td>
<td>Stanley</td>
<td>15RY35581108000000</td>
<td>Jim Stevens</td>
<td>NM</td>
<td>$50,000.00</td>
<td>$3.25</td>
<td>$88.55</td>
</tr>
<tr>
<td>03/05/2020</td>
<td>2014</td>
<td>Stanley</td>
<td>15RY35581108000001</td>
<td>Bob Newport</td>
<td>NM</td>
<td>$60,000.00</td>
<td>$4.50</td>
<td>$180.00</td>
</tr>
<tr>
<td>03/05/2020</td>
<td>2015</td>
<td>Stanley</td>
<td>15RY35581108000002</td>
<td>Doug Stanley</td>
<td>DL</td>
<td>$20,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>03/05/2020</td>
<td>2016</td>
<td>Stanley</td>
<td>15RY35581108000003</td>
<td>Lewis Black</td>
<td>SS</td>
<td>$40,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>03/05/2020</td>
<td>2017</td>
<td>Stanley</td>
<td>15RY35581108000004</td>
<td>Steve Marks</td>
<td>FL</td>
<td>$50,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
• Records submitted successfully.
<table>
<thead>
<tr>
<th>Date of Sale</th>
<th>Make</th>
<th>Vehicle ID (VIN)</th>
<th>Purchaser Name</th>
<th>Type of Sale</th>
<th>Sale Price</th>
<th>Unit Property Tax</th>
<th>Report#</th>
<th>Filed</th>
<th>Finalized?</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/05/2020</td>
<td>Stanley</td>
<td>1S9UA31B99L000001</td>
<td>Bob Newhart</td>
<td>MW</td>
<td>$60,000.00</td>
<td>$105.26</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>03/05/2020</td>
<td>Stanley</td>
<td>1S9UA31B99L000002</td>
<td>Jim Stevens</td>
<td>MW</td>
<td>$80,000.00</td>
<td>$89.33</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>03/05/2020</td>
<td>Stanley</td>
<td>1S9UA31B99L000003</td>
<td>Steve Harvey</td>
<td>FL</td>
<td>$52,000.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>03/05/2020</td>
<td>Stanley</td>
<td>1S9UA31B99L000004</td>
<td>Doug Stanley</td>
<td>DL</td>
<td>$19,000.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>03/05/2020</td>
<td>Stanley</td>
<td>1S9UA31B99L000005</td>
<td>Louis Black</td>
<td>SS</td>
<td>$49,000.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>03/05/2020</td>
<td>GMC</td>
<td>1Y88613990000003</td>
<td>Bill Buyer</td>
<td>MW</td>
<td>$391,555.00</td>
<td>$623.66</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**Type of Sale**
- MW: $461,555.00, $817.41, 2
- FL: $52,000.00, 1
- DL: $19,000.00, 1
- SS: $49,000.00, 1
- **Total**: $581,355.00, $817.41, 6

**Penalties**
- Late Due: $50.00
- NSF Due: $50.00
- Total: $999.99
### Cumulative Report Totals

<table>
<thead>
<tr>
<th>Type of Sale</th>
<th>Sales Price</th>
<th>Unit Property Tax</th>
<th>Number of Units Sold</th>
</tr>
</thead>
<tbody>
<tr>
<td>MV</td>
<td>$461,555.00</td>
<td>$817.41</td>
<td>3</td>
</tr>
<tr>
<td>FL</td>
<td>$52,000.00</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>DL</td>
<td>$29,000.00</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>SS</td>
<td>$49,000.00</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$591,555.00</strong></td>
<td><strong>$817.41</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

- Levy Due: $817.41
- Penalty Due: $81.75
- Fines: $0.00
- NSF Due: $0.00
- Total: $899.16
### Monthly Totals

<table>
<thead>
<tr>
<th></th>
<th>MV</th>
<th>FL</th>
<th>DL</th>
<th>SS</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value</td>
<td>$461,555.00</td>
<td>$52,000.00</td>
<td>$29,000.00</td>
<td>$49,000.00</td>
<td>$591,555.00</td>
</tr>
<tr>
<td>Levy Due</td>
<td>$817.41</td>
<td></td>
<td></td>
<td></td>
<td>$817.41</td>
</tr>
<tr>
<td>Penalty Due</td>
<td></td>
<td>$81.75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fines</td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>NSF Due</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$899.16</td>
</tr>
</tbody>
</table>

- Cumulative Monthly Totals
SIT Portal Sales Page: Confirm Totals

- Used to close report and submit monthly statement
Form is completed from sales entered.

Dealer must click Submit this Form to the Tax Office button.

If not ready, they can click Go Back.

Once submitted, sales statement is entered in tax office and updated on account status screen.
SECTION 3: PROVIDE THE FOLLOWING INFORMATION ABOUT EACH SALE, LEASE OR RENTAL OF HEAVY EQUIPMENT DURING THE REPORTING MONTH (CONTINUE ON ADDITIONAL SHEETS AS NEEDED). IN LIEU OF FILLING OUT THE INFORMATION IN THIS SECTION, YOU MAY ATTACH SEPARATE DOCUMENTATION SETTING FORTH THE INFORMATION REQUIRED. ALL SUCH INFORMATION MUST BE SEPARATELY IDENTIFIED IN A MANNER THAT CONFORMS TO THE COLUMN HEADERS USED IN THE BELOW TABLE. SEE LAST PAGE FOR ADDITIONAL INSTRUCTIONS.

<table>
<thead>
<tr>
<th>Date of Sale, Lease, or Rental</th>
<th>Item Name</th>
<th>Identification/Social Number</th>
<th>Name of Purchaser, Lessee, or Renter</th>
<th>Type of Sale, Lease, or Rental</th>
<th>Sale Price, Lease, or Rental Amount</th>
<th>Unit Property Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/06/2018</td>
<td>TRENCHER PRO</td>
<td>1236</td>
<td>NEWTON PAT</td>
<td>SS</td>
<td>$20,000.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>01/05/2018</td>
<td>EXCAVATOR</td>
<td>1235</td>
<td>JONES EQUIPMENT SALES</td>
<td>DL</td>
<td>$15,000.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>01/02/2018</td>
<td>BACKHOE</td>
<td>1234</td>
<td>JONES BOB</td>
<td>FL</td>
<td>$30,000.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>01/01/2019</td>
<td>TRACTOR</td>
<td>AOKDFJHKJ</td>
<td>JIM JONES</td>
<td>HE</td>
<td>$100,000.00</td>
<td>$186.30</td>
</tr>
<tr>
<td>01/01/2018</td>
<td>BULLDOZER</td>
<td>1233</td>
<td>SMITH JIM</td>
<td>HE</td>
<td>$2,500.00</td>
<td>$4.66</td>
</tr>
</tbody>
</table>

Total Unit Property Tax $190.96

SECTION 4: TOTAL SALES, LEASES, AND RENTALS
Choose the monthly statement you wish to pay and click continue to cart. Sometimes the item you just entered is still in the cart and you can go directly there.
SIT Portal Pay Online

Special Inventory Tax System

Dawn Gamache  Tuesday, May 19, 2020  09:47 AM

Motor Vehicle Inventory

Back to Payments Due

<table>
<thead>
<tr>
<th>Account</th>
<th>Year</th>
<th>Month</th>
<th>Balance</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>123123</td>
<td>2020</td>
<td>January</td>
<td>$487.03</td>
<td></td>
</tr>
</tbody>
</table>

Total to pay: $487.03
Pay Online
Online – Verify and Choose Payment Method

Payment Summary

Please review the information below. You will see the amount of taxes you have chosen to pay.

123123
DAWNS DELIGHTS
DAWN AT ACT
MAILING ADDRESS
CITY, TX 77777
January 2020

CONTACT INFORMATION

Name: Dawn Gamache
Address: 100 Main St,
City: San Antonio
State: TX
Zip Code: 78232
Country: US

Phone Number: 2104642088
E-Mail Address: dawng@igbs.com

To make changes to your payment information, click the "Edit Payment".

If the payment information and amount is correct, click the "Select Payment Method" button below.

« Edit Payment »
Select Payment Method »
SIT Portal Pay Online – Leaving Fort Bend Web

Fort Bend County uses Grant Street Group to process payments via this website.

You are leaving the Fort Bend County Tax Office website.
You are being redirected to the Grant Street Group payment website to complete your payment.
If you have questions or comments you can contact ....

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281-341-3758
marcy.prock@fortbendcountytx.gov