

STR TAX FORM-SOP

- The forms will be assigned on the first of each month and will appear on aspen.munirevs.com on the “business center” page under the “open tasks” section.

Business Center

Aspen > Business Center

Action Center

MESSAGES

For any STR questions contact STR@aspen.gov or visit https://aspen.gov/1407/Short-term-Rentals

For Business License or Sales Tax questions contact aspen@aspen.gov

ALERTS

You have 4 tasks to complete.

OPEN TASKS

Carryout Bag Fee Testing Business

Carryout Bag Fee

Complete Carryout Bag Fee (pending)

STR-C Tax Form Testing Business

Business Name or Address Update

Submit Change of Name or Address (new)

STR-C Tax Form - LATE

Complete STR-C Tax Form (pending)

STR-OO / STR-LE Tax Form Testing Business

STR-OO / STR-LE Tax Form - LATE

Complete STR-OO / STR-LE Tax Form (pending)

Manage Your Account(s)

Find your license, or make account changes by clicking on your account(s) below.

Account Name	DIA	LCF	Code
Carryout Bag Fee Testing Business	N/A	08A-08	70V124
STR-C Tax Form Testing Business	N/A	08A-04	80A002
STR-OO / STR-LE Tax Form Testing Business	N/A	08A-06	80A048

Manage Your User Account

USER/ LOGIN OR EMAIL ADDRESS UPDATE: Click HERE to register a new email address. Be sure to jot down your 6 Digit Account Number and 6 Digit Activation Code from the Manage Your Account section above first.

NO LONGER MANAGE AN ACCOUNT? To remove this user email from managing an account, Click HERE, and use the red "Remove" button to remove yourself from the account.

Activity (Note - Firm and Product Data May Not Be Available for Imported / Historical Data from Prior Versions or Other Systems)

Business	Action	Status	Due Date	Amount	Form
Carryout Bag Fee Testing Business	Carryout Bag Fee	Pending	04/02/23	\$40.00	
STR-OO / STR-LE Tax Form Testing Business	STR-OO / STR-LE Tax Form	Pending	04/02/23	\$111.82	
STR-OO / STR-LE Tax Form Testing Business	STR-OO / STR-LE Tax Form	Complete	05/10/23	\$96.90	
STR-C Tax Form Testing Business	STR-C Tax Form	Pending	05/10/23	\$463.32	
STR-C Tax Form Testing Business	STR-C Tax Form	Complete	05/10/23	\$129.25	

- Click on the link and it will take you to the tax form. Once on the tax form you will enter your “Gross sales and Services” in line 1. The form will automatically calculate the sales tax due.
 - You will enter in any deductions in lines 3A thru 3L. See STR FAQs for what is deductible.

THE CITY OF ASPEN

STR-C Tax Form

08B484

STR-C Tax Form Testing Business

Period: 03/01/2023 Due: 05/26/2023 Current Time: 05/23/2023 Late: NO

STR-C Tax Form

Gross Receipts from Sales and Services

1	Gross Sales and Service	1000.00
2A	Add: Bad Debts Collected	0.00
2B	Total 1 + 2A	1000.00

Deductions

3A	Non-Taxable Service Sales	0.00
3B	Sales to Other Licensed Dealers for Purposes of Taxable Resale	0.00
3C	Sales Shipped Out of City and / or State	0.00
3D	Bad Debts Charged Off (On which City Sales Tax has been Paid)	0.00
3E	Trade-Ins for Taxable Resale	0.00
3F	Sales of Gasoline	0.00
3G	Sales to Governmental, Religious and / or Charitable Organizations	0.00
3H	Returned Goods	0.00
3I	Prescription Drugs & Prosthetic Devices	0.00
3J	Food Stamp and Federal Special Supplement Program Sales	0.00
3K	Long Term Rentals (written agreement for 30 or more consecutive days)	0.00
3L	Other Deductions	0.00
3M	Total Deductions (Total of Lines 3A through 3L)	0.00

Sales Tax Calculations- City of Aspen 2.4% Sales Tax

- You will then enter in your “Gross rentals” in line 6. The tax form will automatically calculate the lodging and excise tax due.
- Once you have entered in the correct information in **all applicable lines** (lines 1 & 6), you will electronically sign the tax form, enter in your title (accountant, owner, manager, etc), then click the orange “submit” button in the bottom right.

6	Gross Rentals *		1000.00
7	Less Long Term Rentals input on Line 3K Above		0.00
8	Net Rental Activity Subject to Lodging Tax		1000.00
9	Lodging Tax (2% x Line 8)		20.00
10	STR-C Excise Tax (10% x Line 8)		100.00
11	Total STR Excise Tax & Lodging Tax Due		120.00
Other Tax Calculations			
12	Add Excess Tax		
13	Total Tax before Timely Vendor Discount (Lines 5 + 11 + 12)		144.00
14	Vendor Fee Deduction (If Timely, Deduct 3.3% of Line 13 up to \$50)		4.75
15	Adjusted City Tax (Lines 13 - 14)		139.25
Tax Form Penalties and Interest			
16	TOTAL TAX (Line 15)		139.25
17	Penalty 10% (\$15 minimum)		0.00
18	Interest 1.5% per month or part thereof		0.00
19	TOTAL TAX , PENALTY & INTEREST DUE		139.25

AFTER SUBMITTING THIS FORM with the orange submit button below, ALL FILERS must continue through the shopping cart to obtain a receipt, including Zero Filers and ACH Credit remitters.

RETURNED ITEM FEE: Please note that for any E-Check or ACH Credit payments returned, the Customer will be responsible for fees assessed to the City by both Vericheck and the City's financial institution. These fees are estimated at approximately \$50.

Payment via ACH Credit: You must proceed through checkout. Submit your form below, moving through the cart to select the ACH credit payment method and then click Pay Now.

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 CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Name (as electronic signature) *

Title *

Date *

Tyler Stoltman

Owner

05/23/2023 10:21:47

Audit Logs

Category	Date	User	Note
	Today, 10:22 am MDT	Tyler Stoltman	Businesstask Status changed from "10" to "20"

Save and Return to Business Center

Submit

- After you click “submit” you will be taken to your “cart” where you can verify the amount due. Once reviewed, click the “payment method” orange button located at the bottom right of the cart.

City of Aspen Business Center Shopping Cart

Form Updated.
Proceed with Checkout.

Cart Items

NOTE: If you have a **Zero Amount Due**, you **MUST** click the **Payment Method** button below to proceed to the **Zero Cost Checkout** to properly complete your form.

Item	due	
STR-C Lodging Tax (new)	5/26/23	\$ 139.25
STR-C Tax Form Testing Business		
Total (US Dollars)		\$139.25

Back to Business Center

Payment Method

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.

STR-C Tax Form Testing Business
Business Name or Address Update
Submit Change of Name or Address (new)

Pending Items

The following forms are pending payment

Item	due	
STR-OO / STR-LE Lodging Tax (add)	4/20/23	\$ 111.82
STR-OO / STR-LE Tax Form Testing Business		
Carryout Bag Fee (add)	6/2/23	\$ 48.00
Carryout Bag Fee Testing Business		
Total		\$159.82

Completed Items

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

- Once you click on the “payment method” button, you will be able to complete the transaction by using either a credit card or bank account information (for credit card payments the City of Aspen only takes VISA and MasterCard).
- After you enter in your payment information, click the orange “pay now” button in the bottom right corner.

City of Aspen Business Center Payment Method

Please select your payment method:

☒ Bank Account
☐ Credit Card

Pay with Bank Account

First Name *

Last Name *

Account Type *

☐ Personal Checking Account
☐ Business Checking Account

Routing Number *

Account Number *

Billing Address *

City * State * Zip *

Phone Number *

Note: You have chosen to pay by e-check.
The City of Aspen switched to a new payment processor on 4/26/2021. Please give the new originator ID to your bank so online checks payments go through: A846000563.
By clicking the Pay Now button, you, Tyler Stoltman, authorize The City of Aspen to debit your account on 05/23/2023 in the amount of \$139.25 US Dollars. You acknowledge that you are authorized to provide the routing number and account number to be used for this transaction.
The City of Aspen does not charge a fee for ACH transactions.
Please print this page for your records prior to proceeding.

Cart Items

The following forms are in your cart

Item	due	
STR-C Lodging Tax	5/26/23	\$ 139.25
STR-C Tax Form Testing Business		
Total		\$ 139.25

Back to Business Center

Back to Cart

Pay Now

- To verify you completed the transaction, Munirevs will email you a receipt.
- Questions?
 - Tax and licensing: aspensalestax@aspen.gov
 - Short-term rental: STRs@aspen.gov