

# 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.

- 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.

- 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.

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

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.

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

**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  
STR-OO / STR-LE Lodging Tax (new)  
STR-OO / STR-LE Tax Form Testing Business  
Carryout Bag Fee (new)  
Carryout Bag Fee Testing Business

**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.

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

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

**Pay Now**

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