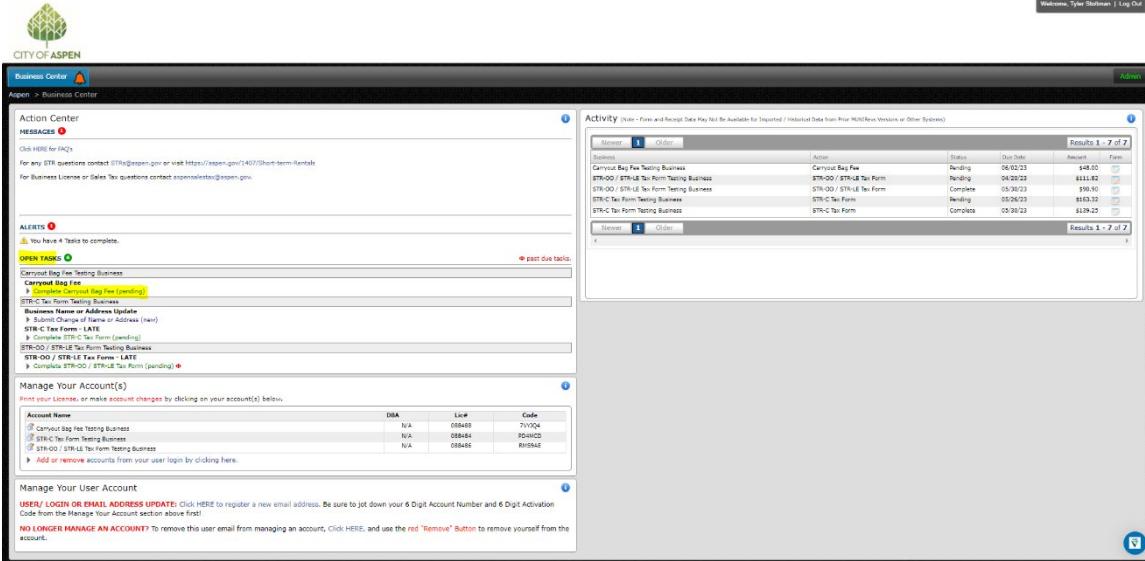


## BAG FEE-SOP

- The form will be available on your Munirevs “Business Center” in the “open tasks” section.



The screenshot shows the City of Aspen Business Center dashboard. At the top, there is a navigation bar with the City of Aspen logo, a search bar, and user information (Welcome, Tyler Shattoian | Log Out). Below the navigation is the 'Business Center' header with a sub-header 'Aspen > Business Center'.

The main content area is divided into several sections:

- Action Center:** Contains a 'MESSAGES' section with a link to 'Ask HERE for FAQ's'.
- ALERTS:** Shows a message: 'You Have 4 Tasks to complete.'
- OPEN TASKS:** A table showing tasks for 'Carryout Bag Fee Testing Business':
 

Action	Business	Action	Status	Due Date	Amount	Form
Carryout Bag Fee	Carryout Bag Fee Testing Business	STR-C Tax Form	Pending	04/02/23	\$48.00	
STR-DO / STR-LE Tax Form Testing Business	STR-DO / STR-LE Tax Form Testing Business	STR-DO / STR-LE Tax Form	Pending	04/20/23	\$411.82	
STR-C Tax Form Testing Business	STR-C Tax Form Testing Business	STR-C Tax Form	Completed	05/02/23	\$161.82	
STR-C Tax Form Testing Business	STR-C Tax Form Testing Business	STR-C Tax Form	Pending	05/08/23	\$163.32	
			Complete	05/08/23	\$129.25	
- Business Name or Address Update:** A list of tasks:
  - Submit Change of Name or Address (new)
  - STR-C Tax Form Testing Business (pending)
  - Complete STR-C Tax Form (pending)
  - STR-DO / STR-LE Tax Form Testing Business
  - STR-DO / STR-LE Tax Form Testing Business (pending)
  - Complete STR-DO / STR-LE Tax Form (pending)
- Manage Your Account(s):** A section for managing user accounts. It includes a table for 'Add New Business' and a 'Manage Your User Account' section with a table for 'Manage Your User Account'.

- Once you click on the open tasks, you will be taken to the form to fill out.
  - You will enter in the **number of single-use or recycled paper carryout bags** provided during the **single month** of the quarter.
    - You will repeat this for all three of the months in the quarter.
    - Once you have completed filling out the form, you will “sign” the form, type your “title” (owner, accountant, manager, etc.) then click the orange submit button.

# THE CITY OF ASPEN

## Carryout Bag Fee

088488

Carryout Bag Fee Testing Business

Period: 05/22/2023 Due: 06/02/2023 Current Time: 05/23/2023 05/23/2023 Late: NO

Carryout Bag Fee		
1	Number of single-use plastic or recycled paper carryout bags provided to customers during month 1 of this quarter	100.00
2	Number of single-use plastic or recycled paper carryout bags provided to customers during month 2 of this quarter	100.00
3	Number of single-use plastic or recycled paper carryout bags provided to customers during month 3 of this quarter	100.00
4	<b>Total Bag Fee Revenue Collected</b>	60.00
5	<b>Remittance Due to City of Aspen (Line 4 * 80%)</b>	48.00
6	<b>Total Due</b>	48.00

**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) \*

Tyler Stoltman

Title \*

Owner

Date \*

05/23/2023 10:23:13

### Audit Logs

Category	Date	User	Note
	Today, 10:23 am MDT	Tyler Stoltman	Business task Status changed from "10" to "20"

[Save and Return to Business Center](#)

[Submit](#)

- After you click “submit” it will take you to your cart, once on that page, you will review what you owe and move on to the payment method selection by clicking the orange “payment method” button at the bottom right of the cart.

WELCOME, Tyler Stoltman | Log Out

Business Center Admin

Aspen > Business Center > Shopping Cart

✓ Form Updated.  
✓ Proceed with Checkout.

[Get 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.

Carryout Bag Fee (new)	Carryout Bag Fee Testing Business	due 6/2/23	\$ 48.00
		Total (US Dollars)	\$48.00

[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-C Lodging Tax (new)  
STR-C Tax Form Testing Business  
STR-OO / STR-LE Lodging Tax (new)  
STR-OO / STR-LE Tax Form Testing Business

due 5/26/23	\$ 163.32
due 4/20/23	\$ 111.82
Total	\$275.14

[Completed Items](#)

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

[Payment Method](#)

- Once you have moved to the payment method page, you will be able to complete your transaction by either using a bank account or a credit card.
  - If you choose to use a credit card, be aware that we only take VISA and MasterCard.
- After you enter in either your credit card information or bank account information you will click the orange “pay now” button.

**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: AB46000563.  
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 \$48.00 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

Carryout Bag Fee	due	\$ 48.00
Carryout Bag Fee Testing	due	\$ 0.00
Business	due	\$ 0.00
Service Fee	due	\$ 0.00
<b>Total</b>		<b>\$ 48.00</b>

**Pay Now**

**Business Center**

Aspen > Business Center > Shopping Cart > Payment Method

**Payment Method**

Please select your payment method:

Bank Account.

Credit Card.

**Pay with Credit Card**

First Name\*

Last Name\*

Card Number\*  

Expiration Date\* CVC\*

Billing Address\*

City\*  State\*  Zip\*

Phone Number\*

Note: You have chosen to pay by credit card.  
Dispute or cancellation of this transaction may cause your account to become delinquent and penalties & interest may apply.  
By electing to pay by credit card, you, Tyler Stoltman, agree to a service fee of 2% of the amount of tax, penalty & interest owed.  
By clicking the Pay Now button, you, Tyler Stoltman, authorize The City of Aspen to charge your account on 05/23/2023 in the amount of \$48.96 US Dollars.  
Please print this page for your records prior to proceeding.

**Cart Items**

The following forms are in your cart

Carryout Bag Fee	due	\$ 48.00
Carryout Bag Fee Testing	due	\$ 0.00
Business	due	\$ 0.00
Service Fee	due	\$ 0.00
<b>Total</b>		<b>\$ 48.96</b>

**Pay Now**

- After confirming your payment information, click pay now and your transaction will be processed.
  - You will know you did it correctly by checking your email for a receipt from Munirevs.
- Questions?

- Contact: [waste@aspen.gov](mailto:waste@aspen.gov) or visit:  
<https://aspen.gov/369/Single-use-bag-fee>