

## How to Fill Out a Sales Tax Form

1. Go to <https://aspen.munirevs.com/> and log into your account.
  - a. Tax forms are due on the 20<sup>th</sup> of each month (depending on your tax cycle).
2. The tax forms will be available to fill out online.
  - a. They are available on your “Business Center” under the “Open Tasks” section. (Click the blue link).

The screenshot shows the Aspen Business Center interface. At the top, the 'Business Center' tab is selected and highlighted with a red circle. Below the header, the 'Action Center' section is visible, containing 'MESSAGES' and 'ALERTS'. The 'OPEN TASKS' section is highlighted with a red box and contains a bell icon indicating '2 unread messages'. Under 'OPEN TASKS', there are two expandable sections: 'New Business Workflow' and 'Sales Tax Form'. The 'Sales Tax Form' section is expanded, showing a link to 'Submit Sales Tax Form (new)', which is also highlighted with a red circle. To the right, the 'Activity' section displays a table of recent actions.

Action	Status	Due Date	Amount	Form
Sales Tax Form	Complete	01/29/23	\$0.00	

3. Click the sales tax form link-it will take you to your sales tax form

**Sales Tax Form**

087334  
TJ Test

Period: 02/28/2023 Due: 03/11/2023 Current Time: 02/28/2023 02/28/2023 Late: NO

Tax Form Income			
<b>1</b>	Gross Sales & Service *		
<b>2A</b>	Add: Bad Debts Collected		
<b>2B</b>	<b>Total 1 + 2A</b>		0.00

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

Sales Tax Calculations			
<b>4</b>	<b>Total City Net Taxable Sales &amp; Service (Line 2B Minus Line 3M)</b>	0.00	
<b>5</b>	<b>TOTAL SALES TAX DUE *</b>		0.00

Lodging Tax Calculations			
<b>6</b>	Gross Rentals	0.00	
<b>7</b>	Less Long Term Rentals input on Line 3K Above	0.00	
<b>8</b>	<b>Net Rental Activity Subject to Lodging Tax</b>	0.00	
<b>9</b>	<b>Lodging Tax (2% x Line 8)</b>	0.00	
<b>10</b>	<b>Total Amount of City Lodging Tax Due</b>		0.00

Other Tax Calculations			
<b>11</b>	Add Excess Tax	0.00	
<b>12</b>	<b>Total Tax before Timely Vendor Discount (Lines 5 + 10 + 11)</b>		0.00
<b>13</b>	<b>Vendor Fee Deduction (If Timely, Deduct 3.3% of Line 12 up to \$50)</b>		0.00
<b>14</b>	<b>Adjusted City Tax (Lines 5 + 10 + 11 - 13)</b>		0.00

Cigarette Tax Calculations			
<b>15</b>	# Cigarette Packs (# Sold)	0.00	
<b>16</b>	<b>Cigarettes - Per Pack Amount</b>	0.00	
<b>17</b>	<b>Total Per Pack Amount Due</b>		0.00

- a. Enter in your Gross Sales & Services (including Rentals) in line 1.
  - i. Input any deductions in lines 3A→3M (if you have any).
- b. If you have **Rentals**, you will enter that amount in line 6-Gross Rentals.

- c. After you enter all your Sales tax information, it will ask you to type in your full name and title (owner, accountant, operator, etc.) and click submit.

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 \*

           02/28/2023 10:49:25

**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.**

[Save and Return to Business Center](#)      [Submit](#)

4. After you click submit, you will be taken to your cart.
- a. If everything looks correct, click on the “Payment Method” button towards the bottom of your cart.

**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.

Sales Tax (remove)	due	\$ 0.23
TJ Test	3/11/23	
<b>Total (US Dollars)</b>		<b>\$ 0.23</b>

[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**

LTR TJ TEST

**New Business Workflow**

▶ Pending Approval: Initial Application Review (new)

**Pending Items**

**The following forms are pending payment**

All of your pending transactions are in your shoppingcart.

**Completed Items**

**The following forms were recently completed**

You have no recently completed transactions.

5. To complete the transaction, you will be asked whether you want to pay by “Bank Account” or “Credit Card”.

**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 **02/28/2023** in the amount of **\$0.23** 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.

Payment Method

Please select your payment method: \*

☐ Bank Account

☒ Credit Card

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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 02/28/2023 in the amount of \$0.23 US Dollars

Please print this page for your records prior to proceeding.

[Back to Business Center](#) [Back to Cart](#) [Pay Now](#)

- a. Input your information in the correct sections.
  - b. **Be sure that there are no spaces before or after the information you entered!**
  - c. **Do Not use autofill-please enter your information to ensure that the payment goes through.**
6. Click “Pay Now”
- a. You will be taken to the confirmation page.
    - i. The top right corner will say “Transaction was completed.”
    - ii. You should also get an email showing your receipt.



Welcome, Tyler Stoltman | Log Out

Business Center

Transaction was completed.

**The City of Aspen**

Tyler Stoltman  
Account#: 087334  
TJ Test  
427 rio grande pl  
aspen, CO 81611

TAX-SALES	Sales Tax		\$ 0.00
<b>Assessment Total</b>			<b>\$ 0.00</b>

PAYMENT-ONL	Zero Cost Checkout		\$ 0.00
<b>Payment Total</b>			<b>\$ 0.00</b>

[Return to Business Center](#)

**Audit Logs**

Category	Date	User	Note
	Today: 11:10 am MST	Tyler Stoltman	Shoppingcart Status changed from "1" to "2"
	Today: 11:10 am MST	Tyler Stoltman	Total changed from "0.23" to "0.00"
			Id changed from "" to "1119866"
			ShoppingcartId changed from "" to "1119866"
			Datecreated changed from "" to "20230228"
	Today: 10:57 am MST	Tyler Stoltman	Active changed from "" to "1"
			Shoppingcart Status changed from "" to "1"
			Userid changed from "" to "11734"
			Total changed from "" to "0.23"

7. Questions? Contact: [aspensalestax@aspen.gov](mailto:aspensalestax@aspen.gov)