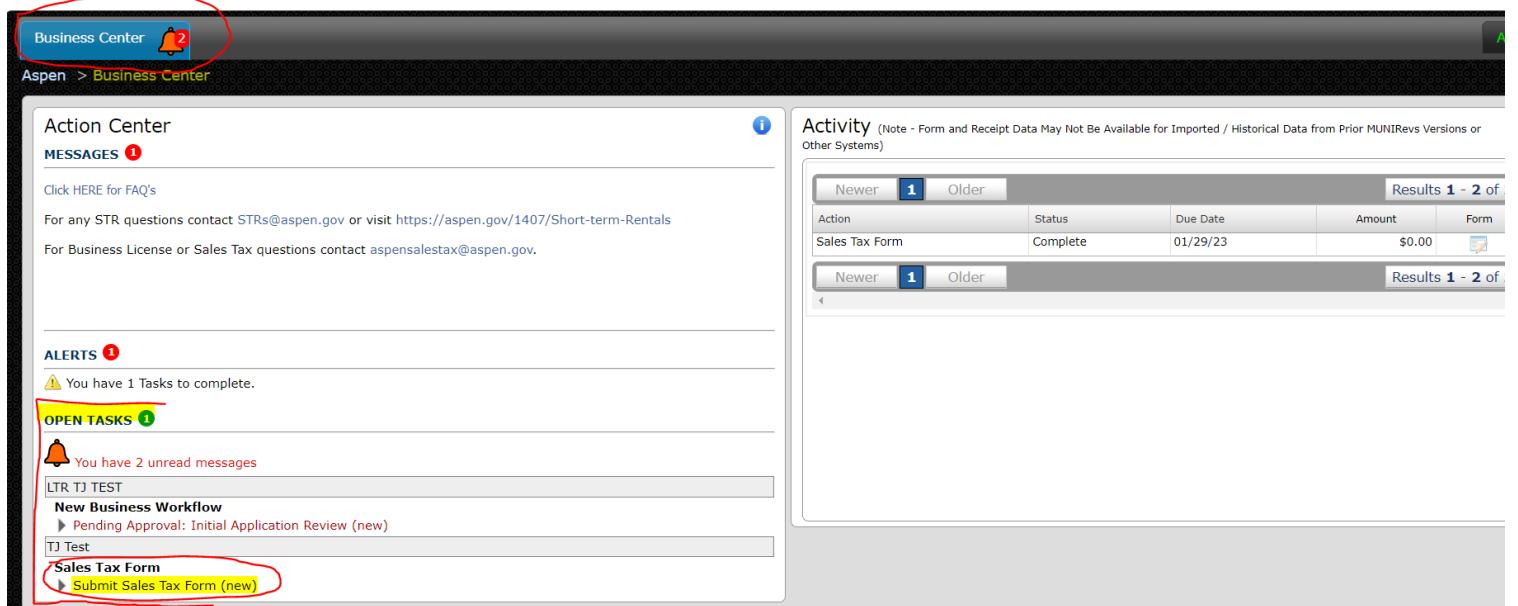


How to Fill Out a Sales Tax Form

1. Go to <https://aspen.munirevs.com/> and log into your account.
 - a. Tax forms are due on the 20th 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, there is a navigation bar with 'Business Center' and a bell icon with a red '2' notification. Below the navigation bar, the page title is 'Aspen > Business Center'. The main content area is divided into several sections:

- Action Center**: Contains a 'MESSAGES' section with a red '1' notification, a link to 'FAQ's', and contact information for STRs and Sales Tax.
- ALERTS**: Shows a yellow warning icon and a message: 'You have 1 Tasks to complete.'
- OPEN TASKS**: A red box highlights this section. It shows a bell icon with a red '2' notification and a message: 'You have 2 unread messages'. Below this, there are two task items:
 - New Business Workflow**: 'Pending Approval: Initial Application Review (new)'
 - Sales Tax Form**: 'Submit Sales Tax Form (new)' (also highlighted with a red box)
- Activity**: A table showing activity logs. The table has columns: Action, Status, Due Date, Amount, and Form. One entry is visible: 'Sales Tax Form' (Status: Complete, Due Date: 01/29/23, Amount: \$0.00, Form: Sales Tax Form).

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		
1	Gross Sales & Service *	
2A	Add: Bad Debts Collected	
2B	Total 1 + 2A	0.00
Tax Form Deductions		
3A	Non-Taxable Service Sales	
3B	Sales to Other Licensed Dealers for Purposes of Taxable Resale	
3C	Sales Shipped Out of City and / or State	
3D	Bad Debts Charged Off (On which City Sales Tax has been Paid)	
3E	Trade-Ins for Taxable Resale	
3F	Sales of Gasoline	
3G	Sales to Governmental, Religious and / or Charitable Organizations	
3H	Returned Goods	
3I	Prescription Drugs & Prosthetic Devices	
3J	Food Stamp and Federal Special Supplement Program Sales	
3K	Long Term Rentals	
3L	Other Deductions	
3M	Total Deductions (Total of Lines 3A through 3L)	0.00
Sales Tax Calculations		
4	Total City Net Taxable Sales & Service (Line 2B Minus Line 3M)	0.00
5	TOTAL SALES TAX DUE *	0.00
Lodging Tax Calculations		
6	Gross Rentals	0.00
7	Less Long Term Rentals input on Line 3K Above	0.00
8	Net Rental Activity Subject to Lodging Tax	0.00
9	Lodging Tax (2% x Line 8)	0.00
10	Total Amount of City Lodging Tax Due	0.00
Other Tax Calculations		
11	Add Excess Tax	0.00
12	Total Tax before Timely Vendor Discount (Lines 5 + 10 + 11)	0.00
13	Vendor Fee Deduction (If Timely, Deduct 3.3% of Line 12 up to \$50)	0.00
14	Adjusted City Tax (Lines 5 + 10 + 11 - 13)	0.00
Cigarette Tax Calculations		
15	# Cigarette Packs (# Sold)	0.00
16	Cigarettes - Per Pack Amount	0.00
17	Total Per Pack Amount Due	0.00

- Enter in your Gross Sales & Services (including Rentals) in line 1.
 - Input any deductions in lines 3A→3M (if you have any).
- 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 *

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) TJ Test	due 3/11/23	\$ 0.23
Total (US Dollars)		\$ 0.23

[Back to Business Center](#)

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.



[Payment Method](#)

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:
Note: You have chosen to pay by e-check.

Last Name:
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.

Account Type: *

Personal Checking Account
 Business Checking Account

Routing Number:
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.

Account Number:
The City of Aspen does not charge a fee for ACH transactions.

Billing Address: *

Please print this page for your records prior to proceeding.

City: **State:** **Zip:**

Phone Number:

Payment Method

Please select your payment method: *

Bank Account
 Credit Card

Pay with Credit Card

First Name*
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.

Last Name*
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.

Card Number* 
Expiration Date * CVC *
1 2023
Billing Address*
City * State * Zip *
Phone Number

[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.


CITY OF ASPEN

Welcome, Tyler Stoltman | Log Out

[Admin](#)

[Business Center](#)

The City of Aspen

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

TAX-SALES Sales Tax \$ 0.00
Assessment Total \$ 0.00

PAYMENT-ONL Zero Cost Checkout \$ 0.00
Payment Total \$ 0.00

[Return to Business Center](#)

Audit Logs

Category	Date	User	Note
TAX-SALES	Today, 11:10 am MST	Tyler Stoltman	Shoppingcart Status changed from "1" to "2"
TAX-SALES	Today, 11:10 am MST	Tyler Stoltman	Total changed from "0.23" to "0.00"
PAYMENT-ONL	Today, 11:10 am MST	Tyler Stoltman	Id changed from "1" to "1119866" Total changed from "0.23" to "0.00" Datedeleted changed from "1" to "0" Active changed from "1" to "0" Usedid changed from "1" to "0" Usedid changed from "1" to "11734" Total changed from "0.23" to "0.00"
PAYMENT-ONL	Today, 10:57 am MST	Tyler Stoltman	

7. Questions? Contact: aspensaletax@aspen.gov