

ZERO COST CHECKOUT

- You will receive an email to the email that was used for the user account.
 - Log into Munirevs and on your “Business Center” under “Open tasks” the sales tax form will be available (it will be the blue text under the tasks). Click the blue text.

Welcome, Tyler Stoltman | Log Out

Business Center 18

Aspen > Business Center

Action Center

MESSAGES 18

Click HERE for FAQ's

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

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

ALERTS 1

⚠ You have 21 Tasks to complete.

OPEN TASKS 21

✉ past due tasks.

✉ You have 18 unread messages

City of Aspen

New Business Workflow

Submit Business License Application (new) 1

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

Newer	1	Older			
Business	Action	Status	Due Date	Amount	Form
MASTER GARDEN	Construction/Trades License Fee	Complete	01/29/23	\$153.00	
TJ Test	Bank/Finance License Fee	Pending	09/30/22	\$150.00	

Newer 1 Older Results 1 - 3 of 3

- The blue text will take you to the sales tax form that is available for that Month/Quarter/Year.
- If you have **\$0** in sales for that month/quarter/year, then you will enter “0” in lines **1 and 6**

Tax Form Income		
1	Gross Sales & Service *	0.00
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

- You will also be required to electronically sign the tax form, enter in your title in the company (owner, accountant, bookkeeper etc.) and make sure that the date is accurate. Then click the **Orange** “submit” button in the lower left corner.

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 *
		01/18/2023 13:28:58

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	
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- After you click “Submit”, you will be taken to the “Cart” it will show the “Cart items”. It will show a “Total” of \$0 due (this is what you want since you owe no taxes).
- Click the **Orange** “Payment Method” button on the lower left corner.

✓ Form Received.							
✓ Proceed with Checkout.							
Cart Items							
NOTE - if you have a <u>Zero Amount Due</u>, you MUST click the Payment Method button below to proceed to the <u>Zero Cost Checkout</u> to properly complete your form.							
<table border="1"> <tr> <td>Sales Tax (remove) TJ Test</td> <td>due 1/29/23</td> <td>\$ 0.00</td> </tr> <tr> <td colspan="2">Total (US Dollars)</td> <td>\$0.00</td> </tr> </table>		Sales Tax (remove) TJ Test	due 1/29/23	\$ 0.00	Total (US Dollars)		\$0.00
Sales Tax (remove) TJ Test	due 1/29/23	\$ 0.00					
Total (US Dollars)		\$0.00					
Back to Business Center							

- Once you click the “Payment Method” button, you will be taken to the “Payment Method” page. Since this is a “Zero cost Checkout” **you will not have to enter in any payment information**. You will simply click the **Orange** “Complete Transaction” button on the lower left side of the screen.

Payment Method

Bank Account.

Zero Cost Checkout

You are checking out with no amount due.

To continue with this process, click the "Complete Transaction" button below.

[Back to Business Center](#) [Back to Cart](#) Complete Transaction

- You will then be taken to the Confirmation page. In the top right corner, it will say "Transaction was completed".

Transaction was completed.

The City of Aspen

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

TAX-SALES	Sales Tax	Assessment Total	\$

PAYMENT-ONL	Zero Cost Checkout	Payment Total	\$

Please note: Mobile users' interface will be slightly different; you may need to turn your phone sideways or zoom out in order to see the screen entirely.

As always, the City of Aspen's Sales Tax team can be reached at: aspensalestax@aspen.gov