

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.

- 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 *
<input type="text"/>	<input type="text"/>	<input type="text" value="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](#)

[Submit](#)

- 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 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	\$ 0.00
TJ Test	1/29/23	
Total (US Dollars)		\$0.00

[Back to Business Center](#)

[Payment Method](#)

- 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