

Completing Check-out

1. Once you enter in the Number of Fulltime Employees **LOCATED** in the City of Aspen and click "Submit". You will be taken to your Cart.

THE CITY OF ASPEN

Misc/Other License Fee

087334
TJ Test

Fee Required

Estimated monthly average number of full-time employees working in the City of Aspen *
<input type="text"/>
Number of employees *
<input type="radio"/> 0-5 Employees <input type="radio"/> 6-15 Employees <input type="radio"/> 16-49 Employees <input type="radio"/> 50 or More Employees
Misc/Other License Fee due
<input type="text"/>

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

2. Here you will verify the amount you will be paying for, once confirmed, you will click the "payment method" button to advance to the next screen.

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.

(a) Misc/Other License Fee (remove) TJ Test	due 9/5/23	\$ 150.00
Total (US Dollars)		\$ 150.00

(a) All of the items in your shoppingcart are eligible for the ACH Credit option. To properly complete your form you **MUST** click the orange **Payment Method** button below and indicate the date you are remitting the ACH Credit funds, outside the MUNIRevs system. Follow the **Orange Action Buttons** until you reach the Receipt Page.

[Back to Business Center](#) [Payment Method](#)

3. On the Payment Method screen, you can choose from Card or Bank Account. Enter the information in **MANUALLY** and click “Pay now.”

The screenshot shows the 'Payment Method' screen. On the left, a form titled 'Pay with Bank Account' is displayed. It includes fields for 'First Name*', 'Last Name*', 'Account Type' (with radio buttons for 'Personal Checking Account' and 'Business Checking Account'), 'Routing Number*', 'Account Number*', 'Billing Address*', 'City*', 'State*', and 'Zip*'. Below these fields are 'Phone Number*' and 'Note' sections. The 'Note' section contains a note about switching to a new payment processor and instructions for ACH transactions. On the right, a 'Cart Items' box shows a single item: 'TJ Test' with a due date of '09/05/23' and a total amount of '\$ 150.00'. A note below the cart states that all items are eligible for the ACH Credit option. At the bottom right of the main form area, a 'Pay Now' button is circled in red.

4. If you did it correctly, you will be taken to the below screen and you will be emailed a receipt.

The screenshot shows the 'Business Center' screen. At the top, there is a logo for 'CITY OF ASPEN' and a 'Welcome, Tyler Stoltman | Log Out' message. Below the header, a message 'Transaction was completed.' is displayed. The main content area is titled 'The City of Aspen' and shows transaction details for 'Tyler Stoltman' (Account #: 087334). The transactions listed are 'TAX-SALES' (Sales Tax) and 'PAYMENT-ONL' (Zero Cost Checkout). At the bottom, an 'Audit Logs' section is shown, containing a table of audit log entries with columns for 'Category', 'Date', 'User', and 'Note'. The 'Audit Logs' section includes a 'Return to Business Center' button.

Questions?

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