

How to File Sales Tax Online

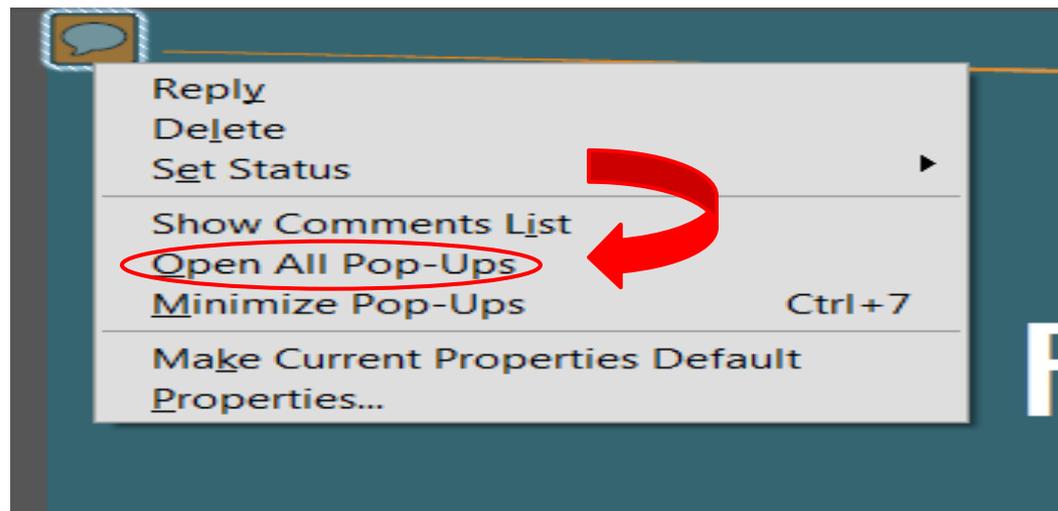


Sales Tax Division



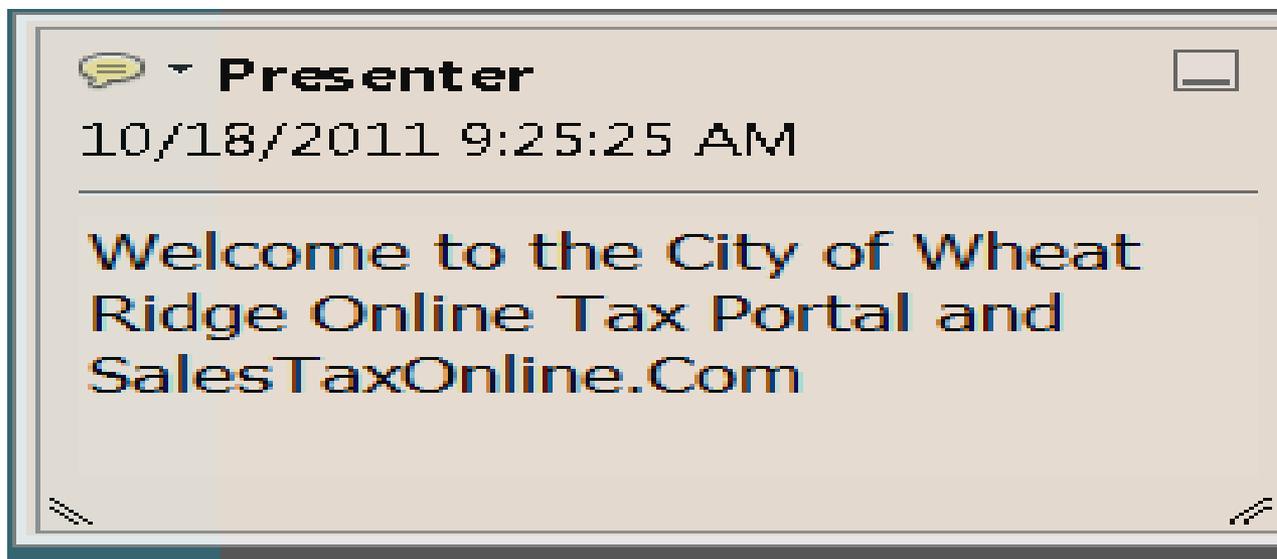
First Please Open Notes

- To open notes please run your mouse over the note icon:  You will find this icon on the top left hand corner.
- To open all notes please right click on the note icon  and click on Open All Pop-Ups.



Continue Opening Notes

- Next you will notice Presenter notes: these are instructions. Please expand them by placing your mouse on the perimeter corners and moving outward until you can view all notes provided.



Overview

- Benefits of Filing Sales Tax Online
- Online Tax Portal & Salestaxonline.com
- How to Login/Initial Set-up
- Available Options
- Print Business License
- View History
- File Sales Tax Returns
- Pay Online by Credit Card or ACH



Benefits

- **FREE**
- **Secure**
- **No Postage Required**
- **Electronic Format**
- **Immediate Submission**
- **Paperless**
- **Credit Card or ACH Payments Accepted**
- **24/7 Access**



Online Tax Portal Website



ONLINE Account Inquiry

Welcome to the City Of Wheatridge. Our Tax and Licensing System allows you to:

- View Your Account History
- File A Tax Return
- Renew Your License

Account Number:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Login"/>

<https://salestax.ci.wheatridge.co.us>

How to Login

Initial Login Information:

Business Name: Danielle's Hair Salon

Business account#: 33333.1

-Account number should be entered without the (.1 or -1).

-Business Password Should Include the Last Four Digits of Account number dash (-) the first five letters of the business name. Do Not Include Spaces.

For Example:

Account Number:

33333

Password:

3333-DANIE

Login

Home Page



Log Out •

Home/Locations •

Account Management

Change Password •

Customer Info •

Additional Contacts •

Business Contact Info •

My Account History

Transaction History •

Balances •

Online Forms

File A Tax Return •

Renew A License •

Print A Blank Form •

Print License •

FAQ's

View FAQ's •

Customer: 10104 - TEST ACCOUNT

Business Id: 1 - TEST ACCOUNT

Location Address: 7500 W 29th AVE, Wheat Ridge, CO 80033-8001

Account Summary

Contact Name: Kathy

Email Address: kfranklin@ci.wheatridge.co.us

Contact Phone: (303)235-2825

There is 1 associated location with a total outstanding balance of \$ 18.30

Click on Location Code to view

Location	Address	Current Balance	Status
Active Business Locations			
<u>W5155</u>	7500 W 29th AVE, Wheat Ridge, CO 80033-8001	\$18.30	Active

Manage Account Information

Customer: 10104 - TEST ACCOUNT

Business Id: 1 - TEST ACCOUNT

Location Address: 7500 W 29th AVE, Wheat Ridge, CO 80033-8001

Change Password

Old Password:

3333-DANIE

New Password:

Animal6!

Confirm New

Password:

Animal6!

Submit

Manage Account Information

Maintain Business Contact Information

Maintain the primary contact address and information for this City Code

Contact Name:▶	<input type="text"/>
Email Address:▶	<input type="text"/> >>
▶	<input type="checkbox"/> Check For Addresses Outside Of USA
Secondary Mailing Name:▶	<input type="text"/> >>
PO Box:▶	<input type="text"/>
Number:▶	<input type="text" value="7500"/>
Direction:▶	<input type="text" value="W"/> ▼
Street Name:▶	<input type="text" value="29TH"/>
Type:▶	<input type="text" value="AVE"/> ▼
Post Directional:	<input type="text" value="NONE"/> ▼
Secondary:	<input type="text"/>
City:▶	<input type="text" value="WHEAT RIDGE"/> >>
State:▶	<input type="text" value="CO - COLORADO"/> ▼
Zip Code:▶	<input type="text" value="80033"/> - <input type="text" value="8001"/>
Phone:▶	(<input type="text" value="303"/>) <input type="text" value="235"/> - <input type="text" value="2825"/> X <input type="text"/>
Fax:▶	(<input type="text" value="303"/>) <input type="text" value="234"/> - <input type="text" value="5924"/> X <input type="text"/>
Mobile:	(<input type="text"/>) <input type="text"/> - <input type="text"/>

<http://www.ci.wheatridge.co.us/index.aspx?NID=154>

Save

Manage Account Information

Additional Contacts For Customer

You can manage your additional contacts from this page

Add Additional Party Contact

	Name	Relationship	Email	Address
Change Delete	LEAH BEAR	Guard Dog	lbear@doggienet.com	GROWLS R US / 6780 Ammons ST, Arvada, CO 80004-1929
Change Delete	LUKE SKYWALKER	Jedi Knight	lskywalker@rebelalliance.com	PO BOX 12 Wheat Ridge, CO 80034-0012
Change Delete	JANET GUNN	Bouncer	jgunn@ci.wheatridge.co.us	12310 W 42nd AVE, Wheat Ridge, CO 80033-2456
Change Delete	GRIZZ	Chief Barking Officer		, Wheat Ridge, CO 80033

View History

Customer: 10104 - TEST ACCOUNT

Business Id: 1 - TEST ACCOUNT

Location Address: 7500 W 29th AVE, Wheat Ridge, CO 80033-8001

Transaction History

Click on Underlined Dates to view detail.

From Filing Date:		To Filing Date:					
09 / 09 / 2009		09 / 09 / 2011		REFRESH			
Filing Date	Transaction Date	Transaction Type	Tax Code	Tax Amount	Paid Amount	Balance	Canceled/Amended
<u>02/28/2011</u>	04/04/2011	Tax Return		\$15.00	\$ 0.00	\$15.00	
<u>12/31/2010</u>	02/11/2011	Tax Return		\$15.00	\$ 0.00	\$15.00	
<u>01/31/2010</u>	08/12/2010	Miscellaneous Payment	SALES OR USE TAX	\$ 0.00	\$11.70	\$ 11.70-	
<u>01/31/2010</u>	08/12/2010	Miscellaneous Payment	Interest	\$ 0.00	\$ 0.12	\$ 0.12-	
<u>01/31/2010</u>	02/10/2010	Tax Return		\$14.70	\$ 3.00	\$11.70	Canceled
<u>12/31/2009</u>	08/12/2010	Miscellaneous Payment	AUDIT REVENUE	\$ 0.00	\$ 11.70-	\$11.70	
<u>12/31/2009</u>	08/12/2010	Miscellaneous Payment	AUDIT REVENUE	\$ 0.00	\$ 0.12-	\$ 0.12	
<u>12/31/2009</u>	08/12/2010	Adjustments/conversion	AUDIT REVENUE	\$ 61.82-	\$ 0.00	\$ 61.82-	
<u>12/31/2009</u>	02/10/2010	Assessment	AUDIT REVENUE	\$50.00	\$ 0.00	\$50.00	
<u>12/31/2009</u>	01/20/2010	Tax Return		\$ 0.00	\$ 0.00	\$ 0.00	
<u>11/30/2009</u>	12/22/2009	Tax Return		\$ 0.00	\$ 0.00	\$ 0.00	
<u>10/31/2009</u>	01/20/2010	Adjustments/conversion	Penalty	\$ 15.00-	\$ 0.00	\$ 15.00-	
<u>10/31/2009</u>	01/13/2010	Tax Return		\$15.00	\$ 0.00	\$15.00	
<u>09/30/2009</u>	09/24/2009	Tax Return		\$ 0.00	\$ 0.00	\$ 0.00	

View History

Pay ID: 10104.1 **Receipt Date:** 03/28/2011 **Filing Period:** M
Filing Date: 02/28/2011 **Postmark Date:** 03/28/2011 **Tax Code:**
Due Date: 03/20/2011 **Posted Date:** 04/04/2011 **Transaction Type:** TR

Line Num	Line Description	Entered Amount	Calculated Amount
1.	Gross Sales and Services	\$ 0.00	\$ 0.00
2A.	Add Bad Debts Collected	\$ 0.00	\$ 0.00
2B.	Total Lines 1 and 2A	\$ 0.00	\$ 0.00
3A.	Non-Taxable Service Sales	\$ 0.00	\$ 0.00
3B.	Sales To Other Licensed Dealers for Taxable Resale	\$ 0.00	\$ 0.00
3C.	Sales Shipped Out of City of State	\$ 0.00	\$ 0.00
3D.	Bad Debts Charged Off	\$ 0.00	\$ 0.00
3E.	Trade-ins for Taxable Resale	\$ 0.00	\$ 0.00
3F.	Sales of Gasoline and Cigarettes	\$ 0.00	\$ 0.00
3G.	Sales to Govern't, Religous, and Charitable Org.	\$ 0.00	\$ 0.00
3H.	Returned Goods	\$ 0.00	\$ 0.00
3I.	Prescription Drugs and Prosthetic Devices	\$ 0.00	\$ 0.00
3J.	Food Stamps	\$ 0.00	\$ 0.00
3K.	Other	\$ 0.00	\$ 0.00
3L.	Other	\$ 0.00	\$ 0.00
3.	Total Deductions	\$ 0.00	\$ 0.00
4.	Total City Net Taxable Sales and Service	\$ 0.00	\$ 0.00
5A.	Amount of City Sales Tax at 3.00%	\$ 0.00	\$ 0.00
6.	Add Excess Tax Collected	\$ 0.00	\$ 0.00
7.	Adjusted City Tax	\$ 0.00	\$ 0.00

Print Business and Tax License



[Log Out](#)

[Home/Locations](#)

Account Management

[Change Password](#)

[Customer Info](#)

[Additional Contacts](#)

[Business Contact Info](#)

My Account History

[Transaction History](#)

[Balances](#)

Online Forms

[File A Tax Return](#)

[Renew A License](#)

[Print A Blank Form](#)

[Print License](#)

FAQ's

[View FAQ's](#)

Customer: 10104 - TEST ACCOUNT

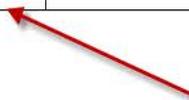
Business Id: 1 - TEST ACCOUNT

Location Address: 7500 W 29th AVE, Wheat Ridge, CO 80033-8001

Licenses

Click on Underlined License Code to print license.

License Code	Description	Expiration Date
<u>S</u>	GENERAL BUSINESS AND TAX	12/31/2011



Print Business and Tax License

doc.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]

1 / 1 [Navigation] 170% [Zoom] [Tools] [Comment] [Share]

**CITY OF WHEATRIDGE
GENERAL LICENSE**

LICENSE NUMBER: 10104~1 DATE OF ISSUE 08/17/2010 EXPIRATION DATE 12/31/2011

Kind of License	LICENSE FEE
GENERAL BUSINESS AND TAX	\$20.00



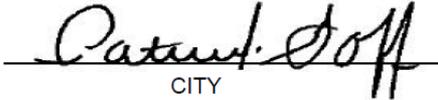
LICENSE ISSUED TO:

TEST ACCOUNT
7500 W 29TH AVE
WHEAT RIDGE CO 80033-8001

BUSINESS NAME/LOCATION:

TEST ACCOUNT
7500 W 29TH AVE
WHEAT RIDGE CO 80033-8001

PLEASE POST IN A CONSPICUOUS PLACE
THIS LICENSE IS NOT TRANSFERABLE. NO REFUNDS PERMITTED.


CITY

File Sales Tax Return

Log Out •

Home/Locations •

Account Management

Change Password •

Customer Info •

Additional Contacts •

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My Account History

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Online Forms

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FAQ's

View FAQ's •

Customer: 10104 - TEST ACCOUNT

Business Id: 1 - TEST ACCOUNT

Location Address: 7500 W 29th AVE, Wheat Ridge, CO 80033-8001

File An Online Tax Return

Choose a tax form to start a new return

Tax Form: WR_2008 - SALES TAX FORM ▼

Continue

File Sales Tax Return

Customer: 10104 - TEST ACCOUNT

Business Id: 1 - TEST ACCOUNT

Location Address: 7500 W 29th AVE, Wheat Ridge, CO 80033-8001

File An Online Tax Return

Filing Period End Date:

03/31/2011	▼
01/31/2011	
03/31/2011	
04/30/2011	
05/31/2011	
06/30/2011	
07/31/2011	
08/31/2011	

File Sales Tax Return

Customer: 10104 - TEST ACCOUNT

Business Id: 1 - TEST ACCOUNT

Location Address: 7500 W 29th AVE, Wheat Ridge, CO 80033-8001

File An Online Tax Return

An online tax form for this filing date is available. Please click submit to continue.

Filing Period: Monthly

Filing Period End Date: 03/31/2011

Submit

File An Online Sales Tax Return

Save Form

Header				
Filing Date	Due Date	Filing Period	Tax Code	Form Code
03/31/2011	04/20/2011	Monthly		WR_2008
Details				
Line	Description	Amount		
1.	Gross Sales and Services	10000.00		
2A.	Add Bad Debts Collected	0.00		
2B.	Total Lines 1 and 2A - Add Lines: 1 & 2A	10000.00		
3A.	Non-Taxable Service Sales	100.00		
3B.	Sales To Other Licensed Dealers for Taxable Resale	0.00		
3C.	Sales Shipped Out of City of State	0.00		
3D.	Bad Debts Charged Off	0.00		
3E.	Trade-ins for Taxable Resale	0.00		
3F.	Sales of Gasoline and Cigarettes	0.00		
3G.	Sales to Govern't, Religious, and Charitable Org.	0.00		
3H.	Returned Goods	0.00		
3I.	Prescription Drugs and Prosthetic Devices	0.00		
3J.	Food Stamps	0.00		
3K.	Other	0.00		
3L.	Other	0.00		
3.	Total Deductions - Total Lines: 3A thru 3L	100.00		
4.	Total City Net Taxable Sales and Service - Subtract Line: 3 from Line: 2B	9900.00		
5A.	Amount of City Sales Tax at 3.00% - Line: 4 times 3.00%	297.00		
6.	Add Excess Tax Collected	0.00		
7.	Adjusted City Tax - Add Lines: 5A & 6	297.00		
8.	Vendor Fee at 2%, Max \$100 - If received on time, the lesser of 2% of Line 7 or \$100	0.00		

8.	Vendor Fee at 2%, Max \$100 - If received on time, the lesser of 2% of Line 7 or \$100	0.00
9.	Total Tax - Total Tax (Item 7 minus 8)	297.00
10A.	City Use Tax - Amount Subject to Tax	0.00
10B.	Use Tax at 3.00% - Line: 10A times Use tax percentage 3.00%	0.00
11.	Total Tax Due - Add Lines: 9 & 10B	297.00
12A.	Late Filing Penalty (10% of Line 11 or \$15) - If late then multiply Line: 11 times Penalty percentage OR \$15 whichever is larger.	29.70
12B.	Late Filing Interest (1% of Line 11 per month) - If the received date is later than the due date plus the grace days and Line: 11 is greater than 0, then Line: 12B is Line: 11 times the current interest rate times the number of days past the due date divided by 30 plus 1.	14.85
13.	Total Tax, Penalty, and Interest Due - Add Lines: 11, 12A & 12B.	341.55
13A.	License Renewal Fee	0.00
14A.	Add Prior Adjustments (Debit)	18.30
14B.	Deduct Prior Adjustment (Credits)	0.00
15.	TOTAL DUE & PAYABLE - Add Lines: 13, 13A, 14 & subtract 14B Minimum of 0.00	359.85
	PAYMENT RECEIVED	359.85

Under penalty of perjury I certify that this the statements made or implied in filing this return are true and correct to the best of my knowledge.

Signature:

Danielle Trujillo

Save Form

CITY OF WHEAT RIDGE TAX DIVISION

c/o FirstBank Data Corp., PO Box 151654 Lakewood, CO 80215-8654 (303)235-2820

Late or zero-due returns: 7500 W. 29th Ave., Wheat Ridge, CO 80033

PERIOD
COVERED

DUE
DATE

ACCOUNT
NUMBER

1. GROSS SALES (TOTAL RECEIPTS FROM CITY ACTIVITY MUST BE REPORTED AND ACCOUNTED FOR IN EVERY RETURN INCLUDING ALL SALES, RENTALS, AND LEASES AND ALL SERVICES BOTH TAXABLE AND NON-TAXABLE.)				COMPUTATION OF TAX			
2A. ADD: BAD DEBTS COLLECTED				5A. AMOUNT OF CITY SALES TAX: LINE 4 X3%			
2B. TOTAL LINES 1 & 2A							
DEDUCTIONS	3. TOTAL DEDUCTIONS (TOTAL OF LINES 3A THROUGH 3L)			6. ADD: EXCESS TAX COLLECTED			
	4. TOTAL CITY NET TAXABLE SALES & SERVICE			7. ADJUSTED TAX			
	A. SALES TAX			8. DEDUCT VENDOR FEE: LESSER OF 2% OF LINE 7 OR \$100.00			
	B. SALES TAX CREDIT			9. TOTAL TAX (ITEM 7 MINUS 8)			
	C. SALES TAX PREPAYMENT			10. CITY USE TAX - AMOUNT SUBJECT TO TAX: X3%			
	D. SALES TAX CREDIT			11. TOTAL TAX DUE: (ADD LINES 9 & 10)			
	E. TAXES ON TAXABLE SALES			12. LINE 12 (SEE INSTRUCTIONS) ADD: PERCENTAGE OF LINE 11 ON 12 MONTHS			
	F. SALES TAX CREDIT			13. TOTAL TAX PENALTY AND INTEREST DUE: (ADD LINES 11 AND 12)			
	G. SALES TAX CREDIT			13A. LICENSE RENEWAL FEE DUE JANUARY 31 OR FINE MAY BE IMPOSED			
	H. SALES TAX CREDIT			14. ALIENMENT FROM PERSON ATTACHED COPY OF ORDER ON 1000 EMPLOYER TAX OFFICE			
	I. SALES TAX CREDIT			A - ADD: DEBIT +			
J. SALES TAX CREDIT			B - DEDUCT: (not for refund claim) CREDIT -				
K. SALES TAX CREDIT			15. TOTAL AMOUNT DUE CITY OF WHEAT RIDGE				
L. SALES TAX CREDIT			BASED ON BOX OR MONEY ORDER PAYABLE TO:				

SCHEDULE A - SPECIAL MESSAGE FROM/TOWN

SCHEDULE - B - CITY USE TAX				NEW BUSINESS DATE			1. If ownership has changed, give the date of change and the new owner's name. 2. If business has been permanently discontinued, give date discontinued. 3. If business location has changed, give new address. 4. Record as kept at what address? 5. If business is temporarily closed, give dates to be closed. 6. If business is seasonal, give months of operation.
DATE OF PURCHASE	NAME OF VENDOR ADDRESS	TYPE OF COMMODITY PURCHASED	PURCHASE PRICE	MO.	DAY	YR.	
(A) LIST OF ALL PURCHASES (IF ADDITIONAL SPACE IS NEEDED - ATTACH SCHEDULE IN SAME FORMAT)				DISCONTINUED DATE			
			\$	MO.	DAY	YR.	
(B) TOTAL PURCHASE PRICE OF PROPERTY SUBJECT TO CITY USE TAX ENTER TOTAL LINE (B) ON LINE 10 ON TOP OF RETURN							
SHOW BELOW CHANGE OF OWNERSHIP AND/OR ADDRESS, ETC.				I, hereby certify, under penalty of perjury, that the statements made herein are to the best of my knowledge true and correct.			
				BY: _____			
				COMPANY: _____			
				PHONE: _____			
				TITLE: _____			
				DATE: _____			
<input type="checkbox"/> BUSINESS ADDRESS <input type="checkbox"/> MAILING ADDRESS							

Submit Form

Customer: 10104 - TEST ACCOUNT

Business Id: 1 - TEST ACCOUNT

Location Address: 7500 W 29th AVE, Wheat Ridge, CO 80033-8001

At this time your form is saved as "**Incomplete**" and you may return later to make changes. In order to make a payment or print a finished form to mail not make any changes to it.

Please choose an option.

Keep Form Incomplete

Save As Completed

Continue

Choice of Mail In or Online Payment

Customer: 10104 - TEST ACCOUNT

Business Id: 1 - TEST ACCOUNT

Location Address: 7500 W 29th AVE, Wheat Ridge, CO 80033-8001

At this point you may make a payment or choose to print your form and mail it in with a payment. If you choose to make a payment, you will still be able to print your form by clicking on the **"Return"** button.

After your form has been processed, you may view and print your form by clicking on the **"View Transaction History"** button.

If you elect to mail in your form you will not be able to make a payment online. Also note that if the form is **not received by the due date you may be subject to penalties** for filing late or close to the due date you should make an online payment to ensure the correct amount of penalties and interest have been calculated.

- Make Online Payment ←
- Print And Mail In ←

Continue



Online Payment Options

Customer: 10104 - TEST ACCOUNT

Business Id: 1 - TEST ACCOUNT

Location Address: 7500 W 29th AVE, Wheat Ridge, CO 80033-8001

Choose a payment option

Credit Card

Bank Withdrawal



ACH Bank Withdrawal

Customer: 10104 - TEST ACCOUNT

Business Id: 1 - TEST ACCOUNT

Location Address: 7500 W 29th AVE, Wheat Ridge, CO 80033-8001

Bank Withdrawal

Bank Account Name: TEST ACCOUNT

Bank Routing Number: 999999999

Bank Account Number: 12345

Confirm Account Number: 12345

Bank Account Type:

Payment Amount: \$ 359.85

Payment Date: 09/12/2011

Save Bank Information:

Continue

Complete Payment

Customer: 10104 - TEST ACCOUNT

Business Id: 1 - TEST ACCOUNT

Location Address: 7500 W 29th AVE, Wheat Ridge, CO 80033-8001

Bank Withdrawal

Bank Account Name: TEST ACCOUNT

Bank Routing Number: 103000091

Bank Account Number: 12345

Bank Account Type: Checking

Payment Amount: \$ 359.85

Payment Date: 09/13/2011

Submit Payment

Only Click "Submit Payment" button once. Do not use the back button to retry if the confirmation page does not display immediately.

Print Tax Forms

Customer: 10104 - TEST ACCOUNT

Business Id: 1 - TEST ACCOUNT

Location Address: 7500 W 29th AVE, Wheat Ridge, CO 80033-8001

Print Tax Forms

Click on Form Code to view

Form Description	Effective Date
Wheat Ridge Admissions Tax Form	01/01/1980 Thru Current
Carnation Festival	08/01/2011 Thru 08/31/2011
Wheat Ridge Lodgers Tax Form	01/01/1980 Thru Current
Telecommunications Occupation Tax	01/02/2011 Thru Current
Wheat Ridge Sales/Use Tax Form	10/01/2009 Thru Current
Wheatridge Sales Tax w/Renewal Fee	01/01/1980 Thru Current

Print License Renewal Forms

Click on Form Code to view

Form Description	Effective Date
New or renewed business license - SALES OR USE TAX	01/01/1980 Thru Current

FAQ'S

Customer: 10104 - TEST ACCOUNT

Business Id: 1 - TEST ACCOUNT

Location Address: 7500 W 29th AVE, Wheat Ridge, CO 80033-8001

FAQ's

Click on Number to view the answer.

Number	Question
10	I FILED A RETURN BUT NOW DO NOT SEE IT LISTED IN MY TRANSACTION HISTORY. WHERE IS IT?
20	CAN I CORRECT OR ADJUST A RETURN IF I'VE SUBMITTED IT AS COMPLETE?
30	TAX TRIVIA: WHICH STATES HAVE NO GENERAL SALES TAX?
40	CAN I PAY ONLINE?
50	IS IT SAFE TO FILE AND PAY ONLINE?
60	WHAT IS AN ACH DEBIT?
70	DOES THE CITY STORE MY CREDIT CARD OR BANK INFORMATION?
80	DO I HAVE TO MAIL IN THE RETURN, TOO?
90	CAN I RENEW MY BUSINESS/TAX LICENSE ONLINE?

Intro to SalesTaxOnline.Com

The screenshot displays the SalesTaxOnline.com website. At the top, the logo "SalesTaxONLINE.com" is prominently featured in white and orange text against a dark blue background. Below the logo is a navigation bar with four tabs: "Home", "Lookup", "Support", and "FAQ".

On the left side, there is a login form with the following elements:

- A "Username" field containing the text "Test".
- A "Password" field with masked characters (dots).
- A blue "LOGIN" button.
- A link for "Forgot your password? Sign Up Now".

In the center, a testimonial box with a light brown background contains the text: "SalesTaxOnline significantly reduces the number of paper returns coming into our office, thereby making our Department more efficient."

On the right side, there is a portrait of Patrick Segura, a man with short dark hair wearing a red shirt. Below his name, it identifies him as "Iberia Parish School Board Sales & Use Tax Dept."

At the bottom of the page, there are three main sections separated by dashed lines: "Our Company", "Featured Clients", and "Our Solutions".

Create Account-Initial Setup

Online Filing Account Set Up

Sign Up for a New Account

Step 1 User Information

Step 2
Business Information

Step 3
Security Question

Step 4
Additional Information

Step 5
Return Setup

To begin filing returns online, you will be taken through the registration process to create an online filing account. After you have completed the first step, you may leave the registration process to come back and continue at any time. After you have completed all steps, you will be able to file a return. All fields marked with * are required. Be sure to store your username and password in a safe place. Click [here](#) to view instructions for completing the registration process.

Any personal information collected is used within SalesTaxOnline to authenticate your account with the appropriate Taxing Authorities. This information will not be disclosed or shared in any way with any outside entities without your explicit permission.

Online Account Information

Username:

* Enter a username of your choice.

New Password:

*

Confirm New
Password:

*

First Name:

*

Last Name:

*

Title:

*

Phone:

*

Fax:

Email:

*

Confirm Email:

*

User Information

[Home](#)[Create Return](#)[My Returns](#)[Account Center](#)[Lookup](#)[Support](#)[FAQ](#)

User Information

To make changes to your account information, edit the appropriate field below, and click 'Save'.

First Name: * (Enter your first name.)

Last Name: * (Enter your last name.)

Phone: * (Ex: 123-456-7890)

Fax: (Ex: 123-456-7890)

Email: *

Title:

Contact Address

Line 1: *

Line 2:

City: *

Zip: *

Country: *

State: *

Email Options

Please check if you would like to receive a monthly reminder to file your returns.

Please select the day of the month to receive the reminders.

New Payment Account

Enter your account information below. Your information is protected by 128-bit SSL encryption to prevent third parties from obtaining your bank account information.

Account type:

Name this payment account:
(Ex: "My Checking Account")

Make this my default payment account.

Bank Name:

Routing number:

Verify Routing number:

Account number:

Verify Account number:

What type of account is this? Business Individual

Business Name:

Address (Line 1):

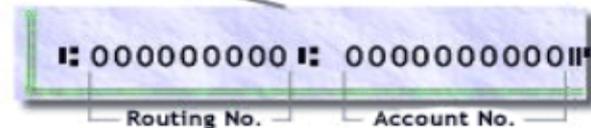
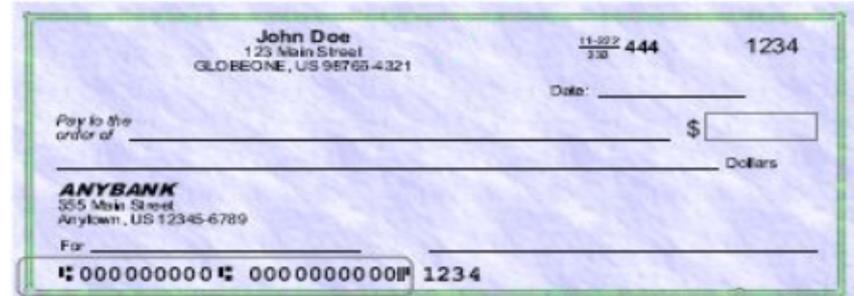
Address (Line 2):

City:

Zip:

Country:

State:



The **routing number** is the nine-digit number between the  symbols.

The **account number** precedes the  symbol. Its length and position can vary from bank to bank.

If you have Debit Protection on your checking account, you will need to confirm that your bank has the correct Originator ID in order for your transaction to be accepted by your financial institution. [Click here](#) for additional information about Originator IDs.

If you would like to view a PDF list of all authorities and their Originator IDs please [click here](#)

Create a Sales Tax Return



Create Return

Select the filing period, return, and location you would like to file for. Click the Next button to continue to the electronic return.

1. Select State:

2. Select Filing Period:

3. Select Return:

Don't see your return listed? [Click here to add the return.](#)

4. Select Location:

Does your company have multiple locations? [Click here to add another business location.](#)

History

[Home](#)[Create Return](#)[My Returns](#)[Account Center](#)[Lookup](#)[Support](#)[FAQ](#)

Filing History

Please select a filing period below to view all of your returns for that period.

State:**Type:****Filing Period:****Status:**

Click on Column Headings to Sort the Table

Filing Period	Date Filed	Name	Location	Amount Due	Amended	Status (?)	Action (?)
September 2011	10/11/2011	City of Wheat Ridge Sales/Use Tax Return	Best Coffee	\$0.00	Original	In Progress	<input type="button" value="CONTINUE"/> <input type="button" value="DELETE"/>
January 2011	9/30/2011	City of Wheat Ridge Sales/Use Tax Return	Best Coffee	\$0.00	Original	Received 10/04/11	<input type="button" value="PRINT/VIEW"/>
March 2011	9/30/2011	City of Wheat Ridge Sales/Use Tax Return	Best Coffee	\$0.00	Original	Received 09/30/11	<input type="button" value="PRINT/VIEW"/>
June 2011	9/30/2011	City of Wheat Ridge Sales/Use Tax Return	Best Coffee	\$0.00	Original	Received 09/30/11	<input type="button" value="PRINT/VIEW"/>
April 2011	9/30/2011	City of Wheat Ridge Sales/Use Tax Return	Best Coffee	\$0.00	Original	Received 09/30/11	<input type="button" value="PRINT/VIEW"/>
May 2011	9/30/2011	City of Wheat Ridge Sales/Use Tax Return	Best Coffee	\$0.00	Original	Received 09/30/11	<input type="button" value="PRINT/VIEW"/>
July 2011	9/28/2011	City of Wheat Ridge Sales/Use Tax Return	Best Coffee	\$0.00	Original	Received 09/28/11	<input type="button" value="PRINT/VIEW"/>
August 2011	9/26/2011	City of Wheat Ridge Sales/Use Tax Return	Best Coffee	\$0.00	Original	Received 09/26/11	<input type="button" value="PRINT/VIEW"/>

CITY OF WHEAT RIDGE TAX DIVISION
 c/o FirstBank Data Corp., PO Box 151654 Lakewood, CO 80215-8654
 (303) 235-2820

LOCATION NAME: **BEST COFFEE**

TRADE NAME: **Best Coffee**

7500 W. 29th Ave
Wheat Ridge CO, 80033

PERIOD COVERED: **Jan 2011**

ACCOUNT NUMBER: **10104**

COMPUTATION OF TAX

1. GROSS SALES AND SERVICE	1000.00	5A. AMOUNT OF CITY SALES TAX: 3.00 % OF LINE 4	0.00
2A. ADD: BAD DEBTS COLLECTED	0.00	6. ADD: EXCESS TAX COLLECTED	0.00
2B. TOTAL LINES 1 & 2A	1000.00	7. ADJUSTED TAX (ADD LINES 5A AND 6)	0.00
3. A. NON-TAXABLE SERVICE SALES <small>(INCLUDED IN ITEM 1 ABOVE)</small>	1000.00	8. DEDUCT VENDORS FEE IF PAID BY DUE DATE <small>(LESSER OF 2% OF LINE 7 OR \$100.00)</small>	0.00
B. SALES TO OTHER LICENSED DEALERS FOR PURPOSES OF TAXABLE RESALE	0.00	9. TOTAL SALES TAX (LINE 7 MINUS LINE 8)	0.00
C. SALES SHIPPED OUT OF CITY AND/OR STATE <small>(INCLUDED IN ITEM 1 ABOVE)</small>	0.00	10A. CITY USE TAX - AMOUNT SUBJECT TO TAX	0.00
D. BAD DEBTS CHARGED OFF <small>(ON WHICH CITY SALES TAX HAS BEEN PAID)</small>	0.00	10B. AMOUNT OF USE TAX (3.00 % OF LINE 10A)	0.00
E. TRADE-INS FOR TAXABLE RESALE	0.00	11. TOTAL TAX DUE (ADD LINES 9 AND 10B)	0.00
F. SALES OF GASOLINE AND CIGARETTES	0.00	12A. LATE FILING PENALTY (10% of Line 11 OR \$15 MIN)	15.00
G. SALES TO GOVERNMENTAL, RELIGIOUS AND CHARITABLE ORGANIZATIONS	0.00	12B. LATE FILING INTEREST PER MONTH (1% of LINE 11)	0.00
H. RETURNED GOODS	0.00	13. TOTAL TAX PENALTY & INTEREST DUE (ADD LINES 11, 12A, 12B)	15.00
I. PRESCRIPTION DRUGS/PROSTHETIC DEVICES	0.00	13A. LICENSE RENEWAL FEE DUE JAN 31 OR FINE MAY BE IMPOSED	0.00
J. FOOD STAMPS	0.00	14A. ADD	0.00
K	0.00	14B. DEDUCT	15.00
L	0.00	15. TOTAL AMOUNT DUE	0.00
3. TOTAL DEDUCTIONS	1000.00		
4. TOTAL CITY NET TAXABLE SALES & SERVICE	0.00		

Payment Type: _____

SCHEDULE - B - CITY USE TAX

The use tax ordinance (WRMC 22-68) imposes a tax equal to the rate shown on Line 5A upon the privilege of using, storing, distributing or otherwise consuming in the City tangible personal property and select services purchased, rented, or leased.

DATE OF PURCHASE	NAME OF VENDOR ADDRESS	TYPE OF COMMODITY PURCHASED	PURCHASE PRICE
TOTAL PURCHASE PRICE OF PROPERTY SUBJECT TO CITY USE TAX			

NEW BUSINESS DATE
MO. DAY YEAR

DISCONTINUED DATE
MO. DAY YEAR

1. If ownership has changed, give date of change and new owner's name.
2. If business has been permanently discontinued, give date discontinued.
3. If business location has changed, give new address.
4. Records are kept at what address?
5. If business is temporarily closed, give dates to be closed.
6. If business is seasonal, give months of operation.

SHOW BELOW CHANGE OF OWNERSHIP AND/OR ADDRESS, ETC

BUS. ADDRESS MAILING ADDRESS

I, hereby certify, under the penalty of perjury, that the statements made herein are to the best of my knowledge true and correct.

BY: Test Account

TITLE: _____

PHONE: 303-235-2820

DATE: 9/30/2011

Confirmation #
YAUYGH1GN

Filed on SalesTaxOnline.com

Homepage

Signed in as **Test**

LOG OFF

SalesTaxONLINE.com

[Home](#) | [Create Return](#) | [My Returns](#) | [Account Center](#) | [Lookup](#) | [Support](#) | [FAQ](#)

Welcome to SalesTaxOnline, Test Account.

Quick Links

[File a new return](#) || [View my account numbers](#) || [View my business information](#) || [View my filing history](#)

Notices & Alerts

This section displays notices and alerts about tax rates, tax forms, and other important information regarding your SalesTaxOnline account.

Alert	Details	Date Added
Lafayette Discontinuance of Special District Tax: Effective 10/1/2011	The 1% special district tax named Lafayette I-10 Corridor District at Mile Marker 101 (Report form, Column 2-B) has been discontinued. Sales in that special district will be reported under Column A-1 after October 1, 2011.	10/06/20
Attention Taxpayers who use ACH Credit as a payment method: Tangipahoa Parish Bank Information Update	Tangipahoa Parish has changed their bank information, effective September 1, 2011 . Please visit the Payment Accounts page to view the new information. ACH Credit payments should be made using the new bank name, routing number, and account number. If you do not pay with ACH Credit, please disregard this message.	08/31/20
	Any business remitting Livingston Parish sales/use tax or	

Comparison of Online Systems

SalesTaxOnline.com

- Schedule Payments
- Stored Payment Information
- No Amended Returns
- Safe and Secure Network
- Cannot Renew Business License
- Electronically Filed Only
- Cannot Print Business & Tax License
- Cannot View Account Balance
- Update Account Information

Online Tax Portal

- No Scheduled Payments
- No Stored Payment Information
- No Amended Returns
- Safe and Secure Network
- Can Renew Business License
- Electronic and Mail in Filing
- Can Print Business & Tax License
- Can View Account Balance
- Update Account Information

Questions?



Sales Tax Division Contacts

Danielle Trujillo

Sales Tax Technician

303-235-2820

dtrujillo@ci.wheatridge.co.us

Kathy Franklin

Sales Tax Supervisor

303-235-2825

kfranklin@ci.wheatridge.co.us