

## USING THE ON-LINE SALES TAX SYSTEM

Click on “Logon to Sales Tax System”

Click the button below to create your profile, you will need your sales tax acc

[Logon to Sales Tax System](#)

**Questions?** Check out the [online filing](#)

Enter User Name and Password if you already have account and go to page 3 of this document. If you do not have an on-line account select “First-time user? Register here”



**Please Enter your User Name and Password**

User Name

Password

[Forgot your user name or password?](#)

[First-time user? Register here](#) ←

## FIRST TIME USER

Set up User Name, Password, and E-mail address.

Leave “How can we identify you?” with “Use Sales Tax Acct. Number and Last Payment Amt.”

Select “Next”.



Account Creation

**If you already have a sales tax account please select Use Sales Tax Account Number and Last Payment Amount from the drop down next to How can we identify you.**

Create a User Name and Password. Password must be between 6 and 16 characters long. It must contain letters. Numeric characters and special characters are allowed but optional. Special characters allowed: !@#%&^&\*()

User Name

Password

Repeat Password

E-mail address

How can we identify you?  ▼

Enter Sales Tax Account/License Number and the last amount paid to the City of Fort Collins.

If a zero return was filed or this is the first return filed, enter "0".

Click "Search by Account".

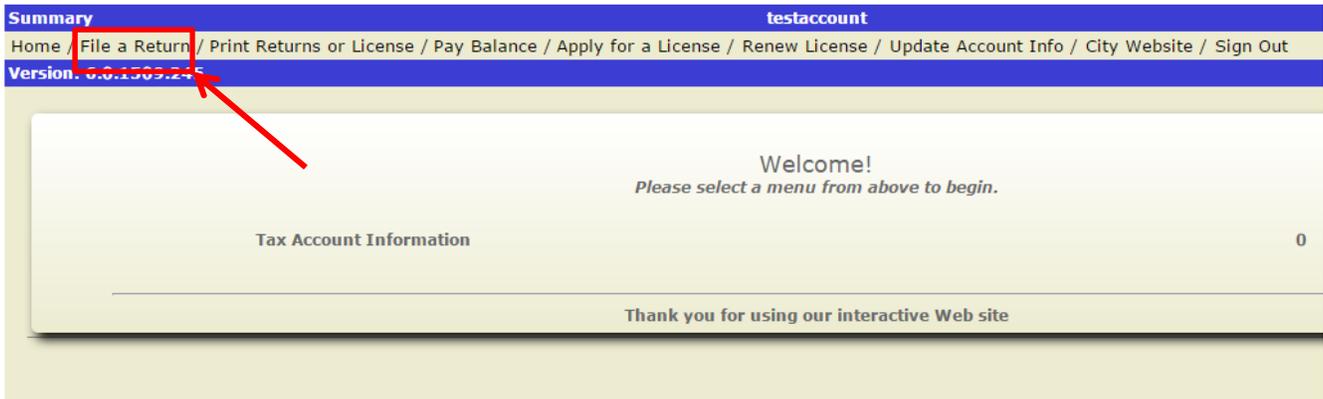
The screenshot shows a web form with a light green header. Below the header, the text "Search by Account and last payment amount" is centered. There are two input fields: "ST Account" with the value "132915" and "Amount" with the value "0". Below these fields is a button labeled "Search by Account". Underneath the button, the text "Search your name by ST Account and Amount" is centered. At the bottom of the form, there are three buttons: "Back", "Cancel", and "Next".

If the account is correct, select "Create Profile".

The screenshot shows a confirmation screen with a light green header. Below the header, the text "User Information" is centered. Underneath, the user's name "testaccount" and email "pstreeter@fcgov.com" are displayed. Below this, the text "Account Details" is centered. Underneath, the address "TEST ACCOUNT", "215 N MASON", and "FORT COLLINS CO 80524" is displayed. At the bottom, the text "Confirm" is centered. Below "Confirm", there are three buttons: "Back", "Cancel", and "Create Profile".

# FILE A RETURN

Select "File a Return".



Summary testaccount

Home / **File a Return** / Print Returns or License / Pay Balance / Apply for a License / Renew License / Update Account Info / City Website / Sign Out

Version: 6.0.1509.245

Welcome!  
*Please select a menu from above to begin.*

Tax Account Information 0

Thank you for using our interactive Web site

## City of Fort Collins Sales Tax Office

Physical Address: 215 North Mason Street, Fort Collins, CO 80524  
Mailing Address: PO Box 580, Fort Collins, CO 80522-0580  
Phone: (970)221-6780  
Fax: (970)221-6782  
Email: [salestax@fcgov.com](mailto:salestax@fcgov.com)  
Website: <http://fcgov.com/salestax>  
Normal Business Hours: 8AM-5PM M-F

Verify the appropriate year has been selected.

Click "Select" on the left.

**PLEASE VERIFY THE CORRECT YEAR HAS BEEN SELECTED**

|               | Account  | Year   | Name   | Category      |
|---------------|----------|--------|--|---------------|
| <b>Select</b> | 00133898 | 2016 ▼ | TEST ACCOUNT<br>215 N MASON<br>FORT COLLINS CO 80524 | Sales/Use Tax |

Select the period you are filing for.

Enter the information the same as on the paper return.

If filing a zero return check the box next to "Zero filer".

|                         |   |  |  |
|-------------------------|---|--|--|
| <b>Account Number</b>   | 00132915  | <b>Business Name</b>                       | TEST ACCOUNT<br>215 N MASON<br>FORT COLLINS CO 80524 |
| <b>Reporting Period</b> | MONTHLY   | <b>Date</b>                                | 2/17/2016  |
| <b>Period Covered *</b> | <div style="border: 1px solid black; padding: 2px;"><div style="background-color: #0070C0; color: white; padding: 2px;">▼</div><ul style="list-style-type: none"><li>2 - MONTHLY</li><li>3 - MONTHLY</li><li>4 - MONTHLY</li><li>5 - MONTHLY</li><li>6 - MONTHLY</li><li>7 - MONTHLY</li><li>8 - MONTHLY</li><li>9 - MONTHLY</li><li>10 - MONTHLY</li><li>11 - MONTHLY</li><li>12 - MONTHLY</li></ul></div> | <b>Due Date</b>                            |  |
|                         |   | <b>Zero Filer</b> <input type="checkbox"/> |  |

|                                |                      |                              |                      |
|--------------------------------|----------------------|------------------------------|----------------------|
| 1. Gross Sales and Services    | <input type="text"/> | 5A. Amount of City Sales Tax | <input type="text"/> |
| 2A. Add: Bad Debts             | <input type="text"/> | 5B. Grocery Amt. Sub. to Tax | <input type="text"/> |
| Total Gross Sales & Serv.      | <input type="text"/> | 5B. Grocery Tax              | <input type="text"/> |
| 3A. Non-Taxable Service Sales  | <input type="text"/> | 6. Add: Excess Tax Collected | <input type="text"/> |
| 3B. Sales to Other Lic. Dirs.  | <input type="text"/> | 7. Adjusted City Tax         | <input type="text"/> |
| 3C. Sales Shipped Out of City  | <input type="text"/> |                              |                      |
| 3D. Bad Debts Charged Off      | <input type="text"/> | 9. Total Sales Tax           | <input type="text"/> |
| 3E. Trade-Ins for Txbl. Resale | <input type="text"/> | 10. Amt Subject to Use Tax   | <input type="text"/> |
| 3F. Sales of Gas & Cigarettes  | <input type="text"/> | 11. Use Tax                  | <input type="text"/> |
| 3G. Sales to Gov, Relig, Char  | <input type="text"/> | 12. Assessment Fee           | <input type="text"/> |
| 3H. Returned Goods             | <input type="text"/> | 13. Tax Due and Payable      | <input type="text"/> |
| 3I. Pres. Drugs/Prost. Device  | <input type="text"/> |                              |                      |
| 3J. Food Stamps                | <input type="text"/> | 15. Total Due and Payable    | <input type="text"/> |
| 3K. Lodging Over 30 Days       | <input type="text"/> |                              |                      |
| 3L. Grocery Food Sales         | <input type="text"/> |                              |                      |
| 3M. Other                      | <input type="text"/> |                              |                      |
| 3. Total Deductions            | <input type="text"/> |                              |                      |
| 4. Tot. City Net Taxable       | <input type="text"/> |                              |                      |

Check this box if filing a Zero Return



Scroll to the bottom and select "Calculate/Continue"

Clear all the fields

Calculate/Continue

The system will then calculate the amount of sales and use tax due based on the amounts you have entered.

|                         |          |                      |  |
|-------------------------|----------|----------------------|--|
| <b>Account Number</b>   | 00132915 | <b>Business Name</b> | TEST ACCOUNT<br>215 N MASON<br>FORT COLLINS CO 80524 |
| <b>Reporting Period</b> | MONTHLY  | <b>Date</b>          | 2/17/2016  |
| <b>Period Covered *</b> | 2        | <b>Due Date</b>      | 3/21/2016  |
|                         |          | <b>Zero Filer</b>    | <input type="checkbox"/>                             |

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|  |                             |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
|--|-----------------------------|------------|--------------------|--------|--------------------------------------|-------------------|-------------------------------|--------|-------------------------------|--------|-------------------------------|--------|---------------------------|--------|--------------------------------|--------|-------------------------------|--------|-------------------------------|--------|--------------------|--------|-------------------------------|--------|-----------------|--------|--------------------------|--------|------------------------|--------|-----------|--------|----------------------------|---------------|---------------------------------|-------------------|---|------------------------------|----------|------------------------------|--------|-----------------|--------|------------------------------|--------|-----------------------------|-----------------|--------------------|----------|----------------------------|------------|-------------|---------|--------------------|--------|--------------------------------|-----------------|---------------------------|----------|
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. Gross Sales and Services</td> <td style="width: 20%; text-align: right;">\$5,000.00</td> </tr> <tr> <td>2A. Add: Bad Debts</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Gross Sales &amp; Serv.</b></td> <td style="text-align: right;"><b>\$5,000.00</b></td> </tr> <tr> <td>3A. Non-Taxable Service Sales</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>3B. Sales to Other Lic. Dirs.</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>3C. Sales Shipped Out of City</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>3D. Bad Debts Charged Off</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>3E. Trade-Ins for Txbl. Resale</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>3F. Sales of Gas &amp; Cigarettes</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>3G. Sales to Gov, Relig, Char</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>3H. Returned Goods</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>3I. Pres. Drugs/Prost. Device</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>3J. Food Stamps</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>3K. Lodging Over 30 Days</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>3L. Grocery Food Sales</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>3M. Other</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>3. Total Deductions</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td><b>4. Tot. City Net Taxable</b></td> <td style="text-align: right;"><b>\$5,000.00</b></td> </tr> </table> | 1. Gross Sales and Services | \$5,000.00 | 2A. Add: Bad Debts | \$0.00 | <b>Total Gross Sales &amp; Serv.</b> | <b>\$5,000.00</b> | 3A. Non-Taxable Service Sales | \$0.00 | 3B. Sales to Other Lic. Dirs. | \$0.00 | 3C. Sales Shipped Out of City | \$0.00 | 3D. Bad Debts Charged Off | \$0.00 | 3E. Trade-Ins for Txbl. Resale | \$0.00 | 3F. Sales of Gas & Cigarettes | \$0.00 | 3G. Sales to Gov, Relig, Char | \$0.00 | 3H. Returned Goods | \$0.00 | 3I. Pres. Drugs/Prost. Device | \$0.00 | 3J. Food Stamps | \$0.00 | 3K. Lodging Over 30 Days | \$0.00 | 3L. Grocery Food Sales | \$0.00 | 3M. Other | \$0.00 | <b>3. Total Deductions</b> | <b>\$0.00</b> | <b>4. Tot. City Net Taxable</b> | <b>\$5,000.00</b> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">5A. Amount of City Sales Tax</td> <td style="width: 20%; text-align: right;">\$192.50</td> </tr> <tr> <td>5B. Grocery Amt. Sub. to Tax</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>5B. Grocery Tax</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>6. Add: Excess Tax Collected</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>7. Adjusted City Tax</b></td> <td style="text-align: right;"><b>\$192.50</b></td> </tr> <tr> <td>9. Total Sales Tax</td> <td style="text-align: right;">\$192.50</td> </tr> <tr> <td>10. Amt Subject to Use Tax</td> <td style="text-align: right;">\$1,000.00</td> </tr> <tr> <td>11. Use Tax</td> <td style="text-align: right;">\$38.50</td> </tr> <tr> <td>12. Assessment Fee</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>13. Tax Due and Payable</b></td> <td style="text-align: right;"><b>\$231.00</b></td> </tr> <tr> <td>15. Total Due and Payable</td> <td style="text-align: right;">\$231.00</td> </tr> </table> | 5A. Amount of City Sales Tax | \$192.50 | 5B. Grocery Amt. Sub. to Tax | \$0.00 | 5B. Grocery Tax | \$0.00 | 6. Add: Excess Tax Collected | \$0.00 | <b>7. Adjusted City Tax</b> | <b>\$192.50</b> | 9. Total Sales Tax | \$192.50 | 10. Amt Subject to Use Tax | \$1,000.00 | 11. Use Tax | \$38.50 | 12. Assessment Fee | \$0.00 | <b>13. Tax Due and Payable</b> | <b>\$231.00</b> | 15. Total Due and Payable | \$231.00 |
| 1. Gross Sales and Services  | \$5,000.00                  |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 2A. Add: Bad Debts   | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| <b>Total Gross Sales &amp; Serv.</b>   | <b>\$5,000.00</b>           |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 3A. Non-Taxable Service Sales  | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 3B. Sales to Other Lic. Dirs.  | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 3C. Sales Shipped Out of City  | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 3D. Bad Debts Charged Off  | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 3E. Trade-Ins for Txbl. Resale   | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 3F. Sales of Gas & Cigarettes  | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 3G. Sales to Gov, Relig, Char  | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 3H. Returned Goods   | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 3I. Pres. Drugs/Prost. Device  | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 3J. Food Stamps  | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 3K. Lodging Over 30 Days   | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 3L. Grocery Food Sales   | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 3M. Other  | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| <b>3. Total Deductions</b>   | <b>\$0.00</b>               |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| <b>4. Tot. City Net Taxable</b>  | <b>\$5,000.00</b>           |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 5A. Amount of City Sales Tax   | \$192.50                    |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 5B. Grocery Amt. Sub. to Tax   | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 5B. Grocery Tax  | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 6. Add: Excess Tax Collected   | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| <b>7. Adjusted City Tax</b>  | <b>\$192.50</b>             |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 9. Total Sales Tax   | \$192.50                    |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 10. Amt Subject to Use Tax   | \$1,000.00                  |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 11. Use Tax  | \$38.50                     |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 12. Assessment Fee   | \$0.00                      |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| <b>13. Tax Due and Payable</b>   | <b>\$231.00</b>             |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |
| 15. Total Due and Payable  | \$231.00                    |            |                    |        |                                      |                   |                               |        |                               |        |                               |        |                           |        |                                |        |                               |        |                               |        |                    |        |                               |        |                 |        |                          |        |                        |        |           |        |                            |               |                                 |                   |   |                              |          |                              |        |                 |        |                              |        |                             |                 |                    |          |                            |            |             |         |                    |        |                                |                 |                           |          |

Scroll to the bottom.

If you have any documents to attach (i.e. schedule for items subject to use tax, you can attach them here).

Click the box next to "I hereby...." and select "Process".

You will receive an email stating the City has received an on-line filing.

**Add a Document to the Application**

Add a Document to the Application

Document Location  No file chosen

Notes

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

Please be advised payments made by Credit/Debit cards will be charged a service fee of 2.75% of the tax amount due.

Any applicable penalty and interest will be listed on the next screen.

Note that you should NOT send in a paper copy of your return.

Select "Pay Now"

|  |                                       |                       |                          |
|--|---------------------------------------|-----------------------|--------------------------|
| <b>Account Number</b>                  | 00132915                              | <b>TEST ACCOUNT</b>   |                          |
|  |                                       | 215 N MASON           |                          |
|  |                                       | FORT COLLINS CO 80524 |                          |
| <b>Reporting Period</b>                | MONTHLY                               | <b>Date</b>           | 2/17/2016                |
| <b>Period Covered *</b>                | 1                                     | <b>Due Date</b>       | 2/22/2016                |
|  |                                       | <b>Zero Filer</b>     | <input type="checkbox"/> |
| <b>Total Amount</b>                    |                                       |                       |                          |
| <b>Total Amount Without Charges</b>    | <input type="text" value="\$231.00"/> |                       |                          |
| <b>Under/Over Payment</b>              | <input type="text" value="\$0.00"/>   |                       |                          |
| <b>Total Penalty</b>                   | <input type="text" value="\$0.00"/>   |                       |                          |
| <b>Total Discount</b>                  | <input type="text" value="\$0.00"/>   |                       |                          |
| <b>Total Interest</b>                  | <input type="text" value="\$0.00"/>   |                       |                          |
| <b>Total to Pay</b>                    | <input type="text" value="\$231.00"/> |                       |                          |
| <input type="button" value="Pay Now"/> |                                       |                       |                          |

Select "Next Step"

**The City of Fort Collins does not store bank account or credit card information.**

| Description             | Details              |                 |                                     |
|-------------------------|----------------------|-----------------|-------------------------------------|
| Self Reported Tax       | Type                 | Amount          | Select                              |
| Account Number 00132915 |                      | \$231.00        | <input checked="" type="checkbox"/> |
|                         | <b>Total Amount:</b> | <b>\$231.00</b> |                                     |

Select "Next Step" again

Accept the default or enter the amount you want to pay.

| Description             | Details              |                 | Amount To Pay                         |
|-------------------------|----------------------|-----------------|---------------------------------------|
| Self Reported Tax       | Type                 | Amount          |                                       |
| Account Number 00132915 |                      | \$231.00        | <input type="text" value="\$231.00"/> |
|                         | <b>Total Amount:</b> | <b>\$231.00</b> |                                       |

Select "Next Step" – do NOT enter "new Payer" information, let it default to "Web User".

**Web User**  
TEST ACCOUNT  
215 N MASON  
FORT COLLINS CO 80524

**New Payer**

First Name

Middle Name

Last Name

or company name

House Number

Street

Address Line 2

City

State / Province

Zip Code / Postal Code

E-mail

Enter your bank account or credit card information and select Continue.

| Account Information    |                             |
|------------------------|-----------------------------|
| Name                   | TEST ACCOUNT                |
| Account Number         | 475538                      |
| Additional Information | Payment Transaction: 475538 |

| Payment Amount |          |
|----------------|----------|
| Payment Amount | \$231.00 |

| Payment Method                                 |                                      |
|--|--------------------------------------|
| <input type="radio"/> Pay by Credit/Debit Card | <input type="radio"/> Pay by E-Check |

Email Address

Bank Account Holder Name

**Bank Routing Number**  [Where can I find this information?](#)

**Bank Account Number**

Account Type

Account Source

Bank Account Holder Address

City

State

Postal Code

Phone #

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Confirm the bank account information and select “Make Payment”. You will then receive an email indicating the payment has been received.

<https://www.hpgpay.com/CheckoutValidation.aspx>

Outlook - sstreeter3... Other Google Calendar FC Sales tax departmen... Intranet On-line Filing ST Apps

### City of Fort Collins Tax

| Account Information    |                             |
|------------------------|-----------------------------|
| Name                   | TEST ACCOUNT                |
| Account Number         | 475538                      |
| Additional Information | Payment Transaction: 475538 |

| Payment Amount |          |
|----------------|----------|
| Payment Amount | \$319.94 |
| Total Amount   | \$319.94 |

| Your Information            |                      |
|-----------------------------|----------------------|
| Account Holder Name         | peggy                |
| Confirm Bank Routing Number | <input type="text"/> |
| Confirm Bank Account Number | <input type="text"/> |

**Total Due: \$319.94**

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