



CITY OF
ENGLEWOOD, Colorado



Introduction to the City of Englewood's
online tax filing system



CITY OF

ENGLEWOOD, Colorado

What is MUNIRevs?

- An online system to file and remit:
 - Sales Tax
 - Use Tax
 - Lodging Tax
 - Business and Occupation Tax (Basic Local Exchange)
 - Pawn and Purchaser of Valuable Articles Transaction Fees
 - License Fees



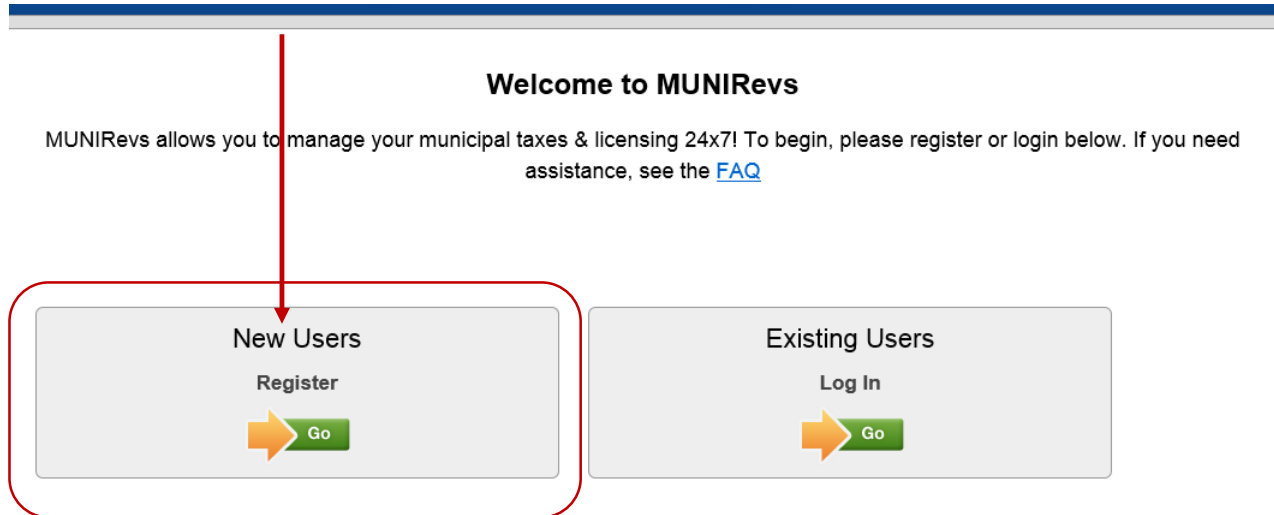
Benefits to using **MUNIREVS**

- Convenient way to submit payments and returns
- On time filings
- View account balances
- View returns due and filed
- View alerts and tasks on your account
- Easily change your business contact information
- Manage multiple businesses with one login



First Time Users:

- Go to <https://englewood.munirevs.com/>
- Click on “New Users”



- Enter your e-mail address and follow the instructions in the e-mail you will receive from MUNIREvs



Create a User Profile

The image shows a sequence of three overlapping web forms for user registration:

- Register** (top): A header with the word "Register" in orange.
- Set Your Password** (middle): A form with two input fields labeled "New Password *" and "Re-enter New Pas...".
- User Profile** (bottom): A form with a heading "User Profile" and a sub-heading "This information is to confirm that the business licensee is authorizing the below individual to have access to their MUNIREvs account." It contains several input fields: "First Name*", "Last Name*", "Telephone*", "Country*" (with a dropdown menu showing "United States"), "Address*" (two stacked fields), "City*", "State*" (with a dropdown menu), and "Postal Code*".

At the bottom right, there is a prominent orange button labeled "Continue to Business Profile".



Register your business or apply for a license

- Add your existing business account(s)

I already have an existing business license.

If you have already been issued a license and/or you have been paying taxes in this jurisdiction, choose this option.

To connect to your existing business record(s), please provide the following identifying information. If you do not have this information, please contact [MUNIRevs Support](#).

License Number Your 6-digit License Number <input type="text"/>	AND	MUNIRevs Activation Code Your 6-digit MUNIRevs Activation Code <input type="text"/>	<input type="button" value="Lookup"/>
--	-----	--	---------------------------------------

- Apply for a new license

I am applying for a new license.

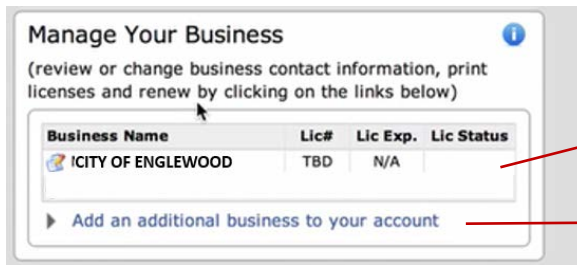
Please do NOT choose this option if you have an existing license as it will create a new business and related tax forms for you to manage. If you are having difficulty attaching to an existing business, please select "I already have an existing license." above and use the link to contact [MUNIRevs Support](#).

Business Name <input type="text"/>	
Business Type Please choose <input type="text"/>	Your Role Please choose <input type="text"/>



Managing your account

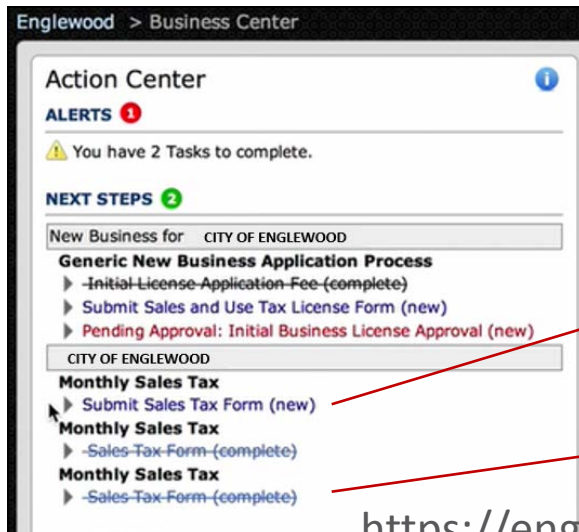
- Change your contact information



View your business information

Add additional businesses

- View alerts and tasks

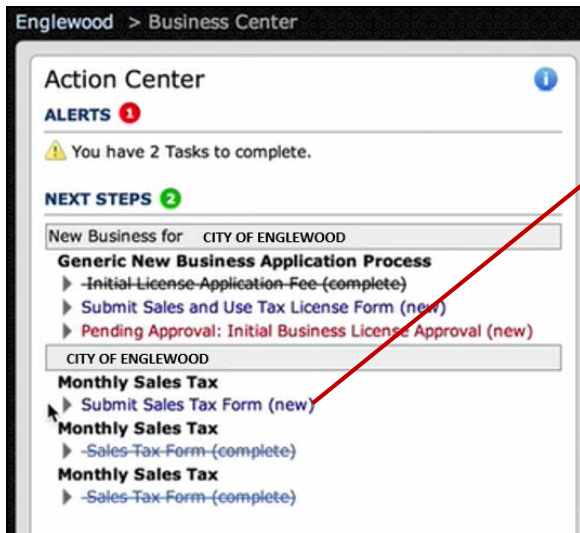


View tasks that need to be completed

View completed tasks



Filing a return



Click on "Submit Sales Tax Form (new)"



CITY OF ENGLEWOOD, COLORADO
Sales and Use Tax Form

[000000]
CITY OF ENGLEWOOD
1000 ENGLEWOOD PKWY
ENGLEWOOD, CO 80110
303-762-2418

Due: 11/20/2014 : 11/13/2014 Late: NO

1	Gross Sales & Service *		
2A	Add: Bad Debts Collected		0.00
2B	Total 1 + 2A *		0.00
3A	Non-taxable Service	0.00	
3B	Sales for Resale		
3C	Shipped Out of City		
3D	Bad Debts		
3E	Trade-Ins for Resale		
3F	Gas & Cigarettes		
3G	Government, Religious, Charitable		
3H	Returned Goods		
3I	Prescriptions		
3J	Other Deductions		
3K	Groceries		
3L			
3M			
	Total Deductions	0.00	



Filing a return continued

4	Net Taxable *		0.00
5A	City Sales Tax (3.5% of Line 4) *		0.00
6	Add Excess Tax Collected		
7	Adjusted City Tax *		0.00
9	TOTAL SALES TAX *		0.00
10A	Amount Subject to Use Tax		
10B	City Use Tax (3.5% of Line 10A) *		0.00
10C	Additional Use Tax Due		
8			
1	Lodgers Gross Rentals		
5	Lodging Tax Due (line 1 x line 4)		
10D	TOTAL USE TAX *		0.00
11	TOTAL TAX DUE *		0.00
12A	Sales Tax Penalty 10% (.10)		0.00
12B	Sales Tax Interest 1% (.01) per month or part thereof		0.00
12C	Use Tax Penalty 10% (.10)		0.00
12D	Use Tax Interest 1% (.01) per month or part thereof		0.00
13	TOTAL TAX , PENALTY & INTEREST DUE		0.00
14	Add/Deduct *** Please use line 14, if notified by the City ***		
15	SECTION I: TOTAL DUE		0.00

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 *

Please note that ALL tax forms must go through the shopping cart to be completed by a payment type. This includes ZERO FILINGS and ACH CREDIT payments. To properly complete your return and avoid late notices and potential late fees, follow the Orange Action Buttons to the final receipt page. Click the orange Submit button below to file your form data, then click the orange Payment Method button and finally click the orange Pay Now button. Again, this is required for Zero Cost Checkouts and ACH Credit Payment types as well as e-checks or credit cards. When you have properly completed both your form and payment, and reach the receipt page, if you return to the business center, this tax form should not be listed as an Task to be completed. If you missed this step, this form will remain in the Action Center in green, as pending and you will receive late notice and potentially incur additional fees.

After Signing and Dating Return, please Save and Submit return. The system will navigate to the "Shopping Cart" or check out (even for zero return filings).

Save

<https://englewood.munirevs.com/>



Paying taxes

Action Center

ALERTS 1

⚠ You have 2 Tasks to complete.

NEXT STEPS 2

CITY OF ENGLEWOOD

Generic New Business Application Process

- ▶ -Initial License Application Fee-(complete)
- ▶ Submit Sales and Use Tax License Form (new)
- ▶ Pending Approval: Initial Business License Approval (new)

CITY OF ENGLEWOOD

Monthly Sales Tax

- ▶ Pay Sales Tax Form (pending)

Monthly Sales Tax

- ▶ -Sales-Tax-Form-(complete)

Monthly Sales Tax

- ▶ -Sales-Tax-Form-(complete)

Click on the link to pay taxes

Mastercard / Visa.

Checking Account.

Pay with Credit Card

Name on Card * The City of

Pay with Checking Account

Name on Checking Account *

Account Type *

Checking.

Savings.

Routing Number *

Note: You have chosen to pay by check. By clicking the Pay Now button, you acknowledge that you authorize The

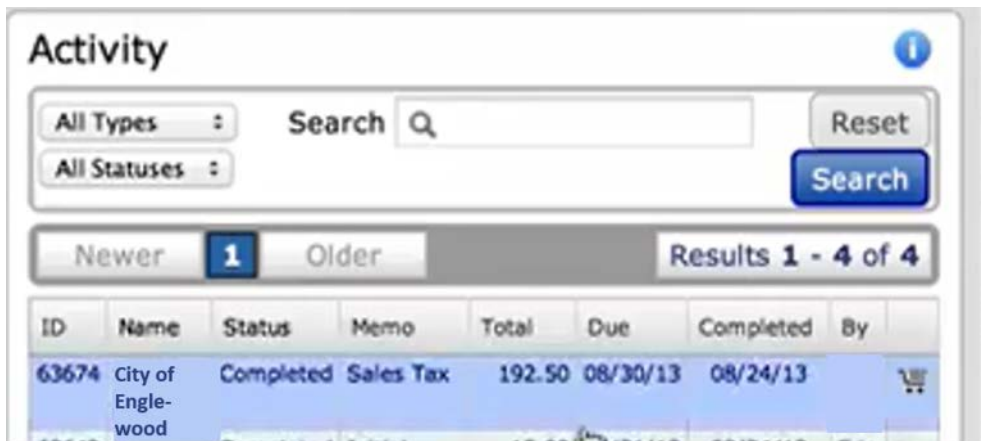
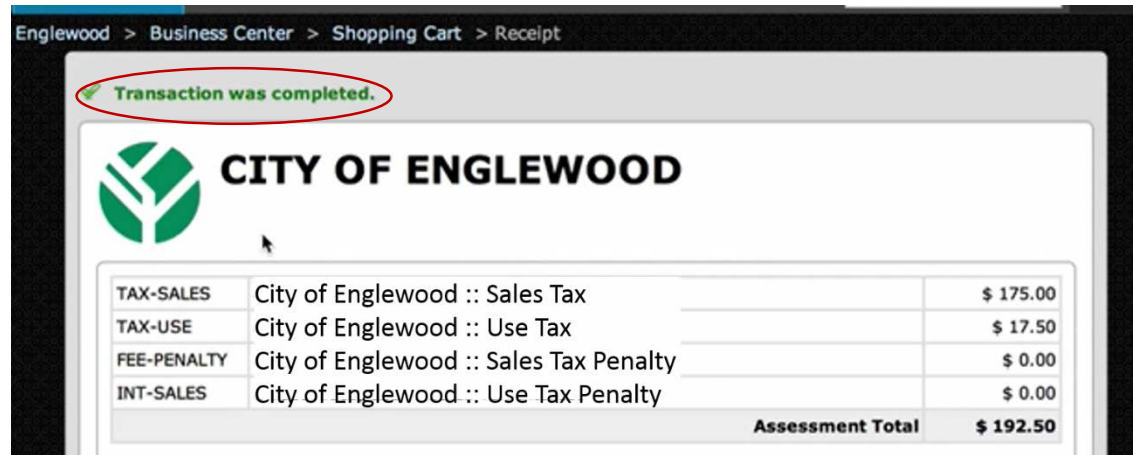
Task to file return should now show “completed”

Payment methods accepted: credit/debit card, checking account or ACH Credit



Paying taxes continued

Once completed you will be directed to a confirmation page and receive a system generated email receipt



You can also go to the home page (Business Center) to double check that the transaction has been completed



Zero Dollar Return Processing

Once the return is completed and the submit button is clicked the, system will navigate to the shopping cart. At this point please click on the “**Payment Method**” orange button.

The screenshot shows a web browser window with the URL <https://englewood.munirevs.com/business-center/shopping-cart/>. The page is divided into several sections:

- Cart Items:** A table showing a single item: (a) Sales Tax (remove) due 7/21/14 for \$ 0.00. Below it, a note states: (a) All of the items in your shoppingcart are eligible for the ACH credit option.
- Incomplete Items:** A message stating: "The following forms need to be completed. You have no incomplete transactions."
- Pending Items:** A message stating: "The following forms are pending payment" followed by a table of items.

Item	due	Amount
(a) Sales Tax (remove)	7/21/14	\$ 0.00
Total		\$0.00

Item	due	Amount
Basic Local Exchange Tax (add) testing Business Name 2	11/18/13	\$ 0.55
Basic Local Exchange Penalty (add) testing Business Name 2	11/18/13	\$ 0.00
Basic Local Exchange Interest (add) testing Business Name 2	11/18/13	\$ 0.00
Basic Local Exchange Tax (add) testing Business Name 2	11/19/13	\$ 0.55
Basic Local Exchange Penalty (add) testing Business Name 2	11/19/13	\$ 0.00
Basic Local Exchange Interest (add) testing Business Name 2	11/19/13	\$ 0.00
Sales Tax (add) testing Business Name 2	11/19/13	\$ 5.20

At the bottom of the page, there are two buttons: "Back to Business Center" and "Payment Method". The "Payment Method" button is highlighted with a red box and a red arrow points to it from the text above.



Zero Dollar Return Processing Continued

The system will indicate a “Zero Cost Checkout” and to finalize the return submission, please click on the “**Complete Transaction**” orange button. The system will generate an automated email receipt.

The screenshot displays the 'Payment Method' section of the City of Englewood Business Center website. The page title is 'CITY OF Englewood, Colorado'. The breadcrumb trail is 'Englewood > Business Center > Shopping Cart > Payment Method'. The 'Payment Method' section shows two radio button options: 'Mastercard / Visa.' and 'Checking Account.'. Below these options, a red box highlights the text 'Zero Cost Checkout'. Underneath, it states: 'You are checking out with no amount due. To continue with this process, click the "Complete Transaction" button below.' At the bottom of this section are two buttons: 'Back to Business Center' and 'Back to Cart'. A red box highlights the 'Complete Transaction' button, which is orange. To the right, the 'Cart Items' section shows a table with the following data:

The following forms are in your cart			
(a) Sales Tax	due		\$ 0.00
MUNIREVS TEST 05-20-2014	07/21/14		
#2			
Total			\$0.00

Below the table, it notes: '(a) All of the items in your cart are eligible for the ACH Credit option.'



CITY OF

ENGLEWOOD, Colorado



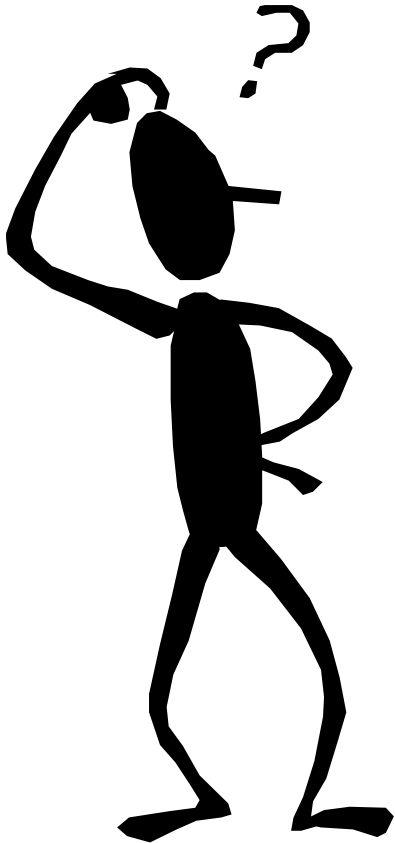
Phone: 1.888.751.1911

Email: support@munirevs.com

<https://englewood.munirevs.com/>



QUESTIONS OR COMMENTS



Please contact us for any questions or comments:

Phone: 303.762.2422

Email: revenue@englewoodgov.org

Please provide us any feedback you may have about this presentation or any other helpful information you would like about sales and use tax