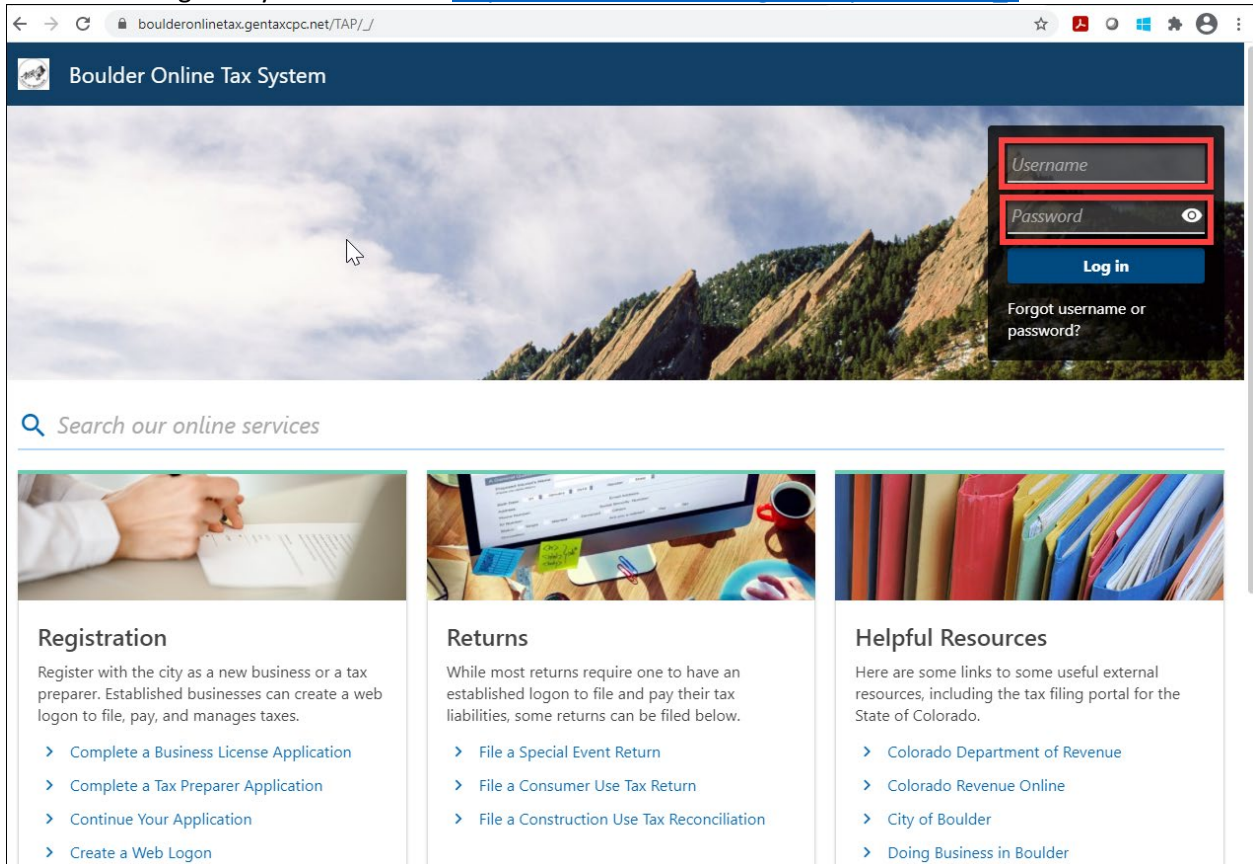


Short-term Rental Tax Returns and Payments

Login:

1. Log in to your account at <https://boulderonlinetax.gentaxcpc.net/TAP/>



Registration
Register with the city as a new business or a tax preparer. Established businesses can create a web logon to file, pay, and manages taxes.

- > [Complete a Business License Application](#)
- > [Complete a Tax Preparer Application](#)
- > [Continue Your Application](#)
- > [Create a Web Logon](#)

Returns
While most returns require one to have an established logon to file and pay their tax liabilities, some returns can be filed below.

- > [File a Special Event Return](#)
- > [File a Consumer Use Tax Return](#)
- > [File a Construction Use Tax Reconciliation](#)

Helpful Resources
Here are some links to some useful external resources, including the tax filing portal for the State of Colorado.

- > [Colorado Department of Revenue](#)
- > [Colorado Revenue Online](#)
- > [City of Boulder](#)
- > [Doing Business in Boulder](#)

Sales Tax and Fees account and Short-term Rental Tax account:

1. On the account home screen, you will see your Sales Tax and Fees account and your Short-term Rental Tax account.
 - a. The Sales Tax and Fees account requires no activity, but is available to report and pay use tax. Short-term rental tax returns and payments should not be submitted under the Sales Tax and Fees account.
 - b. The Short-term Rental Tax account requires quarterly tax return filings and all payments should be made under the Short-term Rental Tax account.

CITY OF BOULDER TEST

20980703
1136 ALPINE AVE
BOULDER CO 80304-3405

Welcome, City of Boulder Test
You last logged in on Tuesday, Dec 15, 2020 3:47:08 PM
[Manage My Profile](#)

[Summary](#) [Action Center](#) [Settings](#) [More...](#)

Sales Tax and Fees

CITY OF BOULDER TEST
1136 ALPINE AVE
BOULDER CO 80304-3405

Account

20980703-002-SLS

Balance
\$0.00

- > [Make a Credit Card Payment](#)
- > [Make an ACH Payment](#)
- > [Print a Payment Voucher](#)
- > [Returns](#)

Short-Term Rental Tax

CITY OF BOULDER TEST
1136 ALPINE AVE
BOULDER CO 80304-3405

Account

20980703-003-STR

Balance
\$0.00

- > [Make a Credit Card Payment](#)
- > [Make an ACH Payment](#)
- > [Print a Payment Voucher](#)
- > [Returns](#)

Filing a Tax Return:

1. Click Returns under the Short-term Rental Tax account.
2. Click File Now on the appropriate period.

Boulder Online Tax System

?

< CITY OF BOULDER TEST

Returns

Short-Term Rental Tax
20980703-003-STR
CITY OF BOULDER TEST

Balance

\$0.00

> [Make a Payment](#)

[Returns](#) [Periods](#)

Returns

Period	Return	Status	
4th Quarter 2020	Short Term Rental Return	Ready to File	File Now
3rd Quarter 2020	Short Term Rental Return	Ontime-Processed	View or Amend Return
2nd Quarter 2020	Short Term Rental Return	Ontime-Processed	View or Amend Return
1st Quarter 2020	Short Term Rental Return	Ontime-Processed	View or Amend Return

3. At the bottom of the File Return page, answer "Yes" or "No" to "Is the total amount due for this return zero dollars?"

Boulder Online Tax System

< Returns

Short Term Rental Return

4th Quarter 2020
 Short-Term Rental Tax
 20980703-003-STR
 CITY OF BOULDER TEST

Short Term Rental Return

File Return Add Supporting Documentation Make a Payment

Site: 0001

CITY OF BOULDER TEST -- 1136 ALPINE AVE BOULDER CO 80304-3405

To complete the return: specify whether the total tax, penalty, and interest is zero by answering the question below. Then, fill out the return that appears accordingly.

Site Id: H20980703-0001

Tax Area: North Broadway

Is the total amount due for this return zero dollars? * Yes No

Cancel Save Draft Previous Next

Note: If you rent exclusively through Airbnb and/or VRBO, you must report your gross earnings through each platform, but the total amount due will be zero dollars (see steps 4 - 6 below).

Note: If you are filing a tax return after its due date and the tax return has already been estimated, and you answer Yes, you will see an error message. Please proceed with steps 4 - 6 to eliminate the error.

4. Enter your gross earnings from all short-term rental activity during the period on Line 1.

Note: If you are filing a tax return after its due date and the tax return has already been estimated, you must replace the estimated gross earnings on line 1 with your true gross earnings.

Short Term Rental Return

File Return

Add Supporting
Documentation

Make a Payment

Site: 0001 (Error)

CITY OF BOULDER TEST -- 1136 ALPINE AVE BOULDER CO 80304-3405

To complete the return: specify whether the total tax, penalty, and interest is zero by answering the question below. Then, fill out the return that appears accordingly.

Site Id

H20980703-0001

Tax Area

North Broadway

Is the total amount due for this return zero dollars?

Yes

No

There must not be a total net tax due to be a zero return. Please correct the return or change your answer.

Sales

1. Gross earnings from short-term rental activity

This estimated amount is not supplied by your online rental platform. You must replace it with your true gross earnings.

6,666.67

5. If you rented through Airbnb, also enter your gross earnings from Airbnb on deduction Line 2C.
6. If you rented through VRBO, also enter your gross earnings from VRBO on deduction line 2D.
7. Click Next.

Sales

1. Gross earnings from short-term rental activity 3,000.00

Deductions

2A. Direct rental to federal, state, or local government 0.00

2B. Direct rental to charitable or religious organizations (only if exempt license is verified) 0.00

2C. Gross earnings from Airbnb 1,500.00

2D. Gross earnings from VRBO 500.00

Computation of Tax

2. Total deductions (add lines 2A thru 2D) 2,000.00

3. Total net taxable short-term rental activity (subtract line 2 from 1) 1,000.00

4. Amount of SHORT-TERM RENTAL TAX (7.50% of line 3) 75.00

5. Excess tax collected 0.00

Tax Due

6. Total tax due (add lines 4 and 5) 75.00

Adjustments

Cancel Save Draft < Previous **Next** >

8. On the Add Supporting Documentation page, you may optionally click Attach a File to upload supporting documentation.

Note: Supporting documentation is required when amending a tax return.

9. Click Next.

Short Term Rental Return

File Return **Add Supporting Documentation** Make a Payment

You may attach any additional documentation for your tax return here by clicking *Attach a File* below.

Attachments Optional Attach a File

Type	Name	Description	Size
There are no attachments.			

Cancel Save Draft < Previous **Next** >

10. On the Make a Payment page, answer “Yes” or “No” to “Would you like to make a payment by ACH Debit?”

a. If you answer Yes, you are prompted through making an ACH Debit payment.

- b. If you answer No, you may either print a payment voucher to mail in with a check or make a credit card payment (fees apply) through the account home.
- c. Only pay tax (and penalty and interest if applicable) based on the taxable earnings you are reporting now, not any estimated earnings.

Short Term Rental Return

File Return Add Supporting Documentation **Make a Payment**

Balance Due

No tax due.

Only pay this true tax due, not any estimated tax below.

This account currently has an outstanding balance of **\$500.00**. Failure to pay will result in an additional assessment of penalty and interest.

Payment Options

Would you like to make a payment by ACH Debit? *

Yes No

Cancel Save Draft < Previous Submit

- 11. Click Submit.
- 12. Enter your password, then click Ok.

Balance Due

No tax due.

This account currently has an outstanding balance of **\$500.00**. Failure to pay will result in an additional assessment of penalty and interest.

Payment Options

Would you like to make a payment by ACH Debit?

Yes No

How To Pay

If you would like to

- Finish filing yo
- Return to Hon
- Click "Make a
- Follow the on-

If you would like to

- Finish filing yo
- At the Confirmation screen, click "Printable View"
- Print and send the payment voucher on page 1 to the City of Boulder at the address provided

Confirmation

Are you sure you want to submit this return?

Your password will act as your signature.

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

Password *

Required

Cancel Ok

Cancel Save Draft < Previous Submit

- 13. You may download a printable view of your tax return before closing the confirmation window.

Confirmation

Thank you for using Boulder Online Tax System to submit your Short Term Rental Return for the period ending 4th Quarter 2020. This transaction may take up to three business days to process.

Do not send your printed return to the City of Boulder.

Please keep this confirmation number for your records: **0-102-776-832**.

There continues to be balance on this account. Please verify your other periods and pay off any outstanding balances on them. If you have any overdue returns, please file them before making a payment.

Printable View

OK