

Returns and Payments in Boulder Online Tax

Preparation:

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

Returns

1. Upon logging into Boulder Online Tax, the accounts you have access to will display. Access returns by clicking the highlighted link for the desired account.

CITY OF BOULDER TEST
20161605
1777 BROADWAY
BOULDER CO 80302-6220

Welcome, testuser1
You last logged in on Friday, Jan 31, 2020 9:16:13 AM
[Manage My Profile](#)

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

Admissions Tax
CITY OF BOULDER TEST
1777 BROADWAY
BOULDER CO 80302-6220

Account
20161605-003-ADM
Balance
\$0.00

- > Make a Credit Card Payment
- > Make an ACH Payment
- > Print a Payment Voucher
- > Returns

2. Clicking this hyperlink opens a window where the you can toggle between viewing existing returns or viewing periods.

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

Returns

Period	Return	Status
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3. The Returns option displays all returns for that account, their filing status, and if applicable a File, View or Amend hyperlink

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

Returns

Period	Return	Status	
February 2020	Sales & Use Tax Return	Ready to File	File Now
January 2020	Sales & Use Tax Return	Ontime-In Error	

4. Toggling to the [Periods](#) option displays a list of the generated periods for that account with their corresponding outstanding balances. You may then select a specific period.

Returns **Periods**

Periods

Period	Balance
February 2020	\$0.00 File Return
January 2020	\$0.00

5. The period link provides additional detail on the filing period. On this details window you will have [File or Amend Return](#) hyperlink options.

February 2020 Balance **\$0.00** [File or Amend a Return](#)
 Sales Tax and Fees
 20161605-002-SLS
 CITY OF BOULDER TEST

[Make a Payment](#)

Period

Summary

There has been no financial activity.

Period Activity

There has been no activity.

6. Once you click the [File or Amend Return](#) option from any window, you will be guided through the return page by page.

Sales Return Test - Not Production

Site Information

Sites Filed : 0
 Sites Remaining to be Filed : 1

Please complete a return for each tax site below by clicking **File Now**.

Totals

Gross Sales and Services : \$0.00
 Sales : \$0.00
 Total Tax, Penalty, and Interest : \$0.00
 Original Tax Due : \$0.00
 Due Date : 20-Mar-2020

File Returns Add Supporting Documentation Make a Payment

Site Summary Site: S0001

Cancel Save Draft

< Previous **Next** >

7. To begin the return click on the [Site](#) tab or the [File Now](#) link in the return listing. If you are filing for multiple sites, each site must be completed individually.

Status	Site Id	Site Name	Site Address
File Now	S20161605-0001	COUNCIL CHAMBERS	1777 BROADWAY BOULDER CO 80302-6220

8. To begin, answer yes or no to the question “[Is the total amount due for this return zero dollars?](#)” Note, even if no tax is due, a return must be completed showing gross sales and service with the appropriate deductions

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: S20161605-0001
Tax Area: CAGID: Downtown

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

9. Follow the prompts to complete the return.
NOTE: you can save your progress at any time by clicking the [Save Draft](#) button.

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

Sales	
1. Gross sales and services	10,000.00
2A. Bad debts collected	0.00
2B. Total gross sales (add lines 1 an 2A)	10,000.00

10. Required fields will be noted by an exclamation point (!) and must be completed before you can submit your return.

Computation of Tax

3.	Total deductions (add lines 3A thru 3J)	0.00
4.	Total net taxable sales & service (subtract line 3 from 2B)	10,000.00
5.	Amount of CITY SALES TAX (3.86% of line 4)	386.00
6A.	Amount subject to CITY FOOD SERVICE TAX !	0.00

Check box if no CITY FOOD SERVICE TAX **Food Service required or must explicitly check No Food Service**

11. You can upload supporting documentation by clicking the [Attach a File](#) hyperlink.

File Returns Add Supporting Documentation Make a Payment

You may attach any additional documentation for your tax return here by clicking [Attach a File](#) below.

Attachments [Attach a File](#)

Type	Name	Description	Size
There are no attachments.			

You are now ready to select your payment preference.

12. Upon completing a return filing or amendment, you will be asked if you would like to make an ACH payment. If you select yes, you are prompted through making an ACH payment.

Payment Channel

Type
Direct Debit - US Bank

Bank Account Type *
Required

Routing Number *
Required

[Populate Routing Number](#)

Account Number *
Required

Confirm Account Number *
Required

Save this payment channel for future use

Payment

Payment Type
Pay Return (ACH Debit)

Payment Date
03-Feb-2020

Amount
386.00

Confirm Amount *
Required

13. If you would not like to make an ACH payment at this time, select 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.

How To Pay

If you would like to make a payment by Credit Card, please:

- Finish filing your return and submit it
- Return to Home or go to the account you want to pay off
- Click "Make a credit card payment" under the section titled "I Want To"
- Follow the on-screen instructions

If you would like to make a payment by Check, please:

- Finish filing your return and submit it
- 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

14. To complete filing your return, you will be asked to re-enter your password as your electronic signature.

Confirmation ×

Are you sure you want to submit this return and payment?

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.

I hereby authorize the City of Boulder to debit my bank account in the amount of **\$386.00**.

Password

Required

15. Upon completion of your return, you may download a printable view of your return before closing the confirmation window.

Confirmation

Thank you for using Boulder Online Tax System to submit your Sales Return for the period ending February 2020. This transaction may take up to three business days to process.

Payment Voucher -- A payment voucher may be printed by clicking the "Printable View" button. If you wish to pay by mail, cut off the top portion of the voucher and mail with your check. Do not include a copy of your return.

Please click the "Printable View" button below to print a copy of your submitted sales tax return form for your records.


Do not mail a copy of your printed return to the City of Boulder.

Please keep this confirmation number for your records: 1-008-549-888.

OK

Printable View


16. Note: If you choose to pay by check, the first page of the printable view will be your payment voucher. To ensure proper application of your payment, please include a copy of this voucher with your check. Do not include a copy of your tax return.



City of Boulder
https://test.gentaxcpc.net/BOT/TAP/_/
 (303) 441-3050

Account: 20161605-002-SLS-CITY OF BOULDER TEST

Letter: W1008549888 **Media:** 2634833928
Type: Return Payment **Filing Period:** February 2020
Balance: **Date:** 01-Feb-2020



Use this voucher when mailing payment OR pay online at: https://test.gentaxcpc.net/BOT/TAP/_/

Please follow these steps:

- Write your account number on your check.
- Enclose this voucher with your check. DO NOT staple.
- Mail and make checks payable to:

CITY OF BOULDER
 FINANCE DEPARTMENT
 DEPT 1128
 DENVER, CO 80263-0001

AMOUNT ENCLOSED:

The City may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the City. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollectable funds, the City may collect the payment amount directly from your bank account electronically.

17. To make a credit card payment (fees apply), click on the [Boulder Online Tax System](#) link at the top of the screen.

Boulder Online Tax System Test - Not Production ? ⌵

< Returns

February 2020 Balance > File or Amend a Return
 Sales Tax and Fees **\$386.00** > Make a Payment
 20161605-002-SLS
 CITY OF BOULDER TEST

Period

Summary		Period Activity	
Balance	\$386.00	01-Feb-2020	Message
Other	\$386.00	01-Feb-2020	Submitted

Received: Boulder Sales Return (Period Ending February 20 Return for February 2020)

18. Scroll to the account you would like to make a payment on and click [Make a Credit Card Payment](#).

Sales Tax and Fees
CITY OF BOULDER TEST
1777 BROADWAY
BOULDER, CO 80302-6220

Account 20161605-002-SLS Balance \$386.00	> Make a Credit Card Payment > Make an ACH Payment > Print a Payment Voucher > Returns
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19. Enter your payment details.

Credit Card Payment Instructions

The City of Boulder allows you to make credit card payments through a third party interface. There is a fee for this service. (There is no fee for payments via ACH debit.)

If you wish to pay via a credit card, select the balances you would like to pay, fill out the information below and **click next**.

Account Type	Filing Period	Amount	Pay
Sales Tax and Fees	29-Feb-2020	386.00	<input checked="" type="checkbox"/>

Payment Information

Card Type
 Business Personal

Business Name
CITY OF BOULDER TEST

Payment Amount
386.00

Billing ZIP Code
80302

Email Address
test@bouldercolorado.gov

20. Confirm your payment.

Credit Card Payment



Confirm Payment Information

Business Name : CITY OF BOULDER TEST
Payment Amount : 386.00
Billing ZIP Code : 80302
Email Address : test@bouldercolorado.gov

I certify that the above information is accurate and that I am authorized to make a credit card payment.


[Confirm](#)

21. Proceed to the third-party credit card processor. Note: The City of Boulder does not store your credit card information. Our third-party credit card processor (Paymentus) is a Level 1 PCI-compliant payment processing company.



One Time Payment

Payment Information

 **Enter Payment Information**

All fields are required unless labeled as optional

First Name <input type="text"/>	Middle Name <input type="text"/>
	Optional
Last Name <input type="text" value="CITY OF BOULDER TEST"/>	Daytime Phone Number <input type="text"/>
ZIP Code <input type="text" value="80302"/>	