

Amending a Return in Boulder Online Tax

Preparation:

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

1. Find the return you would like to amend:
 - a. In the Summary tab, click the **Returns** hyperlink for the account you want to make an amendment for.

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](#) ⁴ [Settings](#) [More...](#)

Favorite accounts Other accounts All accounts [Manage Favorites](#)

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

Account
20161605-002-SLS
Balance
\$686.00

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

- b. In the Returns tab, click the **View or Amend Return** hyperlink for the period you would like to amend.

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

Returns

Period	Return	Status	
February 2020	Sales & Use Tax Return	Ontime-Processed	View or Amend Return
January 2020	Sales & Use Tax Return	Ontime-Processed	View or Amend Return

2. Click the **Amend** hyperlink in the top right.

< Returns

Sales & Use Tax Return **Ontime-Processed**

February 2020 Due 20-Mar-2020

Sales Tax and Fees Confirmation #1-008-549-888

20161605-002-SLS Processed 01-Feb-2020 16:11:43

CITY OF BOULDER TEST

> View Submission
> Print
> **Amend**

Return

Site Information Sites Filed : 1	Totals Gross Sales and Services : \$10,000.00
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3. Click the **Amend Now** hyperlink in the Site Summary tab, or click on the Site tab to amend the specific site (if there are multiple).

Documentation

Site Summary **Site: S0001**

Site Returns

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

4. Answer *Yes* or *No* to if this return is a zero return or not. Note: if you choose no, the total deductoins must match the total gross sales and the tax owed must equal zero dollars.

Site Summary **Site: S0001**

COUNCIL CHAMBERS -- 1777 BROADWAY BOULDER CO 80302-6220

To amend 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. Any penalty and interest owed will be calculated based on the new tax due and be assessed to your account overnight.

Site Id: S20161605-0001

Tax Area: CAGID: Downtown

Is the total amount due for this return zero dollars? *

Yes No

5. Enter your amended values in the return.

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

Sales

1. Gross sales and services	15,000.00
2A. Bad debts collected	0.00
2B. Total gross sales (add lines 1 an 2A)	15,000.00

Deductions

3A. Non-taxable service and sales	2,000.00
3B. Sales to other licensed dealers for purpose of taxable resale	0.00

6. Click the **Next** button.

Adjustments

If the return is filed after 3/20/2020: add penalty and interest:

11A. Penalty (10% of line 10)	0.00
11B. Interest (1% of line 10 per month overdue)	0.00

Total

12. Total due and payable to City of Boulder (add lines 10, 11A, and 11B)	501.80
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Cancel Save Draft < Previous **Next** >

7. If you have any supporting documentation you would like to add, click the **Attach a File** hyperlink and choose a file from your computer. If you do not wish to attach a file, click the **Next** button.

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.			

Cancel Save Draft < Previous **Next** >

8. Your balance due is displayed. If you would like to make an ACH Debit payment, click the **Yes** selector button. Enter your bank information below and click the **Submit** button.

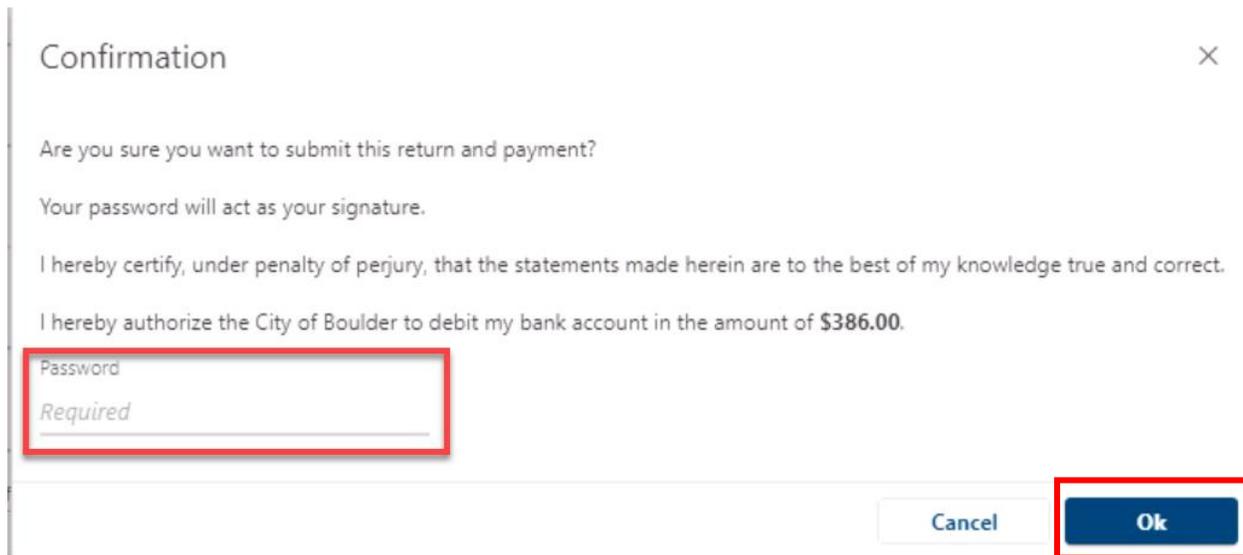
Balance Due The amount due for this return is \$115.80 . The penalty and interest for this return is \$0.00 . This is subject to change pending any penalty and interest that is calculated overnight. This account currently has an outstanding balance of \$686.00 . Failure to pay will result in an additional assessment of penalty and interest.	Payment Options Would you like to make a payment by ACH Debit? <input checked="" type="radio"/> Yes <input type="radio"/> No
--	---

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 <input type="radio"/> Yes <input checked="" type="radio"/> No	Payment Payment Type Pay Return (ACH Debit) Payment Date 01-Apr-2020 Amount 115.80 Confirm Amount 115.80
<input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>	<input type="button" value="Previous"/> <input checked="" type="button" value="Submit"/>

9. 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.

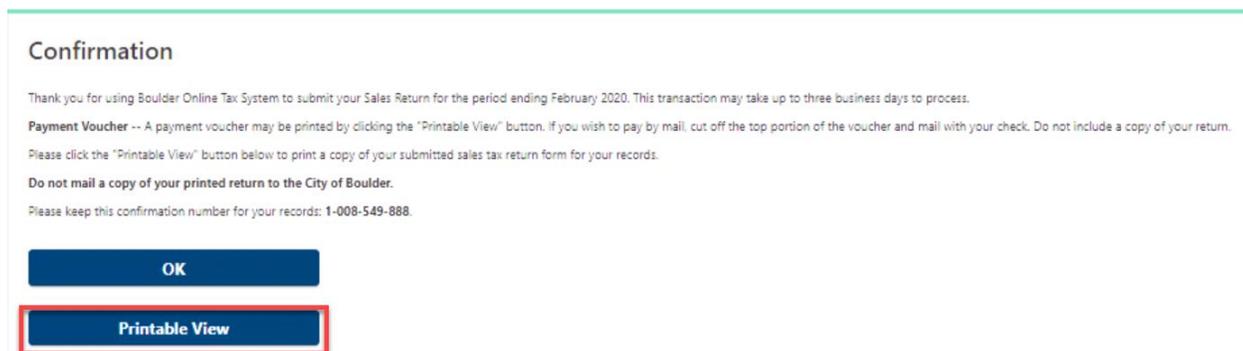
How To Pay If you would like to make a payment by Credit Card, please: <ul style="list-style-type: none">• Finish filing your return and submit it• Return to Home or go to the account you want to pay off• Click "Make a credit card payment" under the section titled "I Want To"• Follow the on-screen instructions If you would like to make a payment by Check, please: <ul style="list-style-type: none">• 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	<input type="button" value="Cancel"/> <input type="button" value="Save Draft"/> <input type="button" value="Previous"/> <input checked="" type="button" value="Submit"/>
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10. To complete filing your return, you will be asked to re-enter your password as your electronic signature. Click **Ok**.



The image shows a confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside the dialog asks: "Are you sure you want to submit this return and payment?" and "Your password will act as your signature." It includes a certification statement: "I hereby certify, under penalty of perjury, that the statements made herein are to the best of my knowledge true and correct." and an authorization statement: "I hereby authorize the City of Boulder to debit my bank account in the amount of \$386.00." Below the text is a password input field with the label "Password" and a "Required" note below it. At the bottom right of the dialog are two buttons: "Cancel" and "Ok". The "Ok" button is highlighted with a red box.

11. Upon completion of your return, you may download a **Printable View** of your return before closing the confirmation window.



The image shows a confirmation dialog box titled "Confirmation". The text inside the dialog reads: "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." It includes a "Payment Voucher" section: "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." It also includes a note: "Do not mail a copy of your printed return to the City of Boulder." and a confirmation number: "Please keep this confirmation number for your records: 1-008-549-888." At the bottom of the dialog are two buttons: "OK" and "Printable View". The "Printable View" button is highlighted with a red box.

12. 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

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

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

Letter: W105332736 **Media:** 2634833928
Type: Return Payment **Filing Period:** February 2020
Balance: **Date:** 01-Apr-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.

13. 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
01-

[<](#) CITY OF BOULDER TEST

Returns

Sales Tax and Fees
 20161605-002-SLS
 CITY OF BOULDER TEST

Balance

\$801.80

[> Make a Payment](#)

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

Returns

Period	Return	Status	
February 2020	Sales & Use Tax Return	Submitted	View Submission

14. Scroll to the account you would like to make a payment on and click **Make a Credit Card Payment**.

[Summary](#) [Action Center](#) ⁶ [Settings](#) [More...](#)

Favorite accounts Other accounts All accounts

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

Account
20161605-002-SLS
Balance
\$801.80

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

15. Enter your payment details and click **Next**.

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	31-Jan-2020	300.00	<input checked="" type="checkbox"/>
Sales Tax and Fees	29-Feb-2020	501.80	<input checked="" type="checkbox"/>

Payment Information

Card Type
 Business Personal

Business Name
CITY OF BOULDER TEST

Payment Amount
801.80

Billing ZIP Code
80302

Email Address
wagnerj@bouldercolorado.gov

 < Previous **Next** >

16. **Confirm** your payment then click **Next**.

Credit Card Payment

Payment Details **Confirmation** Credit Card Processing

Confirm Payment Information

Business Name : CITY OF BOULDER TEST
Payment Amount : 801.80
Billing ZIP Code : 80302
Email Address : wagnerj@bouldercolorado.gov

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

Confirm

 < Previous **Next** >

17. 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"/>
Last Name <input type="text" value="CITY OF BOULDER TEST"/>	Daytime Phone Number <input type="text"/>
ZIP Code <input type="text" value="80302"/>	

Optional