Once you have electronically filed a return you must now pay the amount shown on your return. If you want to pay your taxes by mailing a check you need to create a payment voucher with which you will mail with your check. This handout gives step-by-step instructions on how to create a payment voucher in Denver’s eBiz Tax Center for an outstanding balance.

There are two ways to create a payment voucher: immediately after filing your return from the electronic return filing confirmation screen, from your home screen or from an account detail screen.

When creating a voucher from the electronic return filing confirmation screen you will only create a payment voucher for taxes due on a single return. For instructions after filing from the electronic return filing confirmation screen, start at page 2.

When creating a voucher from either your home screen or an account detail screen you can create a payment voucher for an outstanding balance due for any return or license fee due. For instructions for filing from either your home screen or an account detail screen, start at page 10.
FROM THE ELECTRONIC RETURN FILING CONFIRMATION SCREEN

Step 1: Click the ‘Mail Payment’ button

Use your mouse to click the Mail Payment button
Step 2: Create the Payment Voucher

Use your mouse to click the Create Voucher button.
Use your mouse to click the Continue button.
Step 3: Print the Payment Voucher

The voucher will appear in a new window or internet browser tab

Make sure your pop-up blocker is not blocking the new window/browser tab
Print the voucher from this window/tab and mail it along with your check to the address on the payment voucher.
City and County of Denver
Department of Finance, Treasury Division
P.O. Box 660860
Dallas, TX 75266-0860
www.DenverGov.org/ebizTax

Please verify the amount on this voucher matches the amount of your payment. To avoid any processing delays, the scan line on the bottom right hand corner of the voucher must be clear and legible. Please mail your check and this payment voucher to the address listed above.

Tax Return Due Dates

- Consumer's Use Tax
- Facilities Development Admissions Tax
- Lodger's Tax
- Occupation Privilege Tax
- Sales Tax
- Telecommunications Business Tax

20th day of the month following the period end
15th day of the month following the month of sale/date of event
20th day of the month following the period end
20th day of the month following the period end
20th day of the month following the month for which tax is levied
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Last day of the month following the period end
20th day of the month following the period end
20th day of the month following the month for which tax is levied

Click the red X button to close the window with the voucher.
Click the OK button when you're finished.
FROM YOUR HOME SCREEN OR ACCOUNT DETAIL SCREEN

Step 1: Click the ‘Create a Payment Voucher’ hyperlink
From an account detail screen you can use your mouse to click the Create a Payment Voucher hyperlink.
Step 2: Select the Outstanding Balances to Pay

- Navigate through multiple pages using the page numbers and/or arrows.
- Use your mouse to deselect any balances you DO NOT want to pay on the voucher you will be creating.
If you need to change the amount of the voucher to be different than the amount you filed use your mouse to double click the amount in the ‘Payment’ column.
Type a different payment amount into the field.

Hint: Press the Enter key when you’ve entered a new amount.
Step 3: Create the Payment Voucher

Use your mouse to click the Create Voucher button when you're finished.
Navigate through multiple pages using the page numbers and/or arrows

Make sure only the balances you want to pay are selected

Make sure the payment total is correct
Use your mouse to click the Continue button when you're finished.
Step 4: Print the Payment Voucher
The voucher will appear in a new window or internet browser tab.

Make sure your pop-up blocker is not blocking the new window/browser tab.
Print the voucher from this window/tab and mail it along with your check to the address on the payment voucher.
City and County of Denver
Department of Finance, Treasury Division
P.O. Box 660869
Dallas, TX 75266-0869
www.DenverGov.org/eBizTax

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Tax Return Due Dates

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<thead>
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<tbody>
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RETURN LOWER PORTION - DETACH HERE

<table>
<thead>
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<th>Date of Rطا</th>
<th>Amount Due</th>
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22 | Page
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**Tax Return Due Dates**

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  - 20th day of the month following the month for which tax is levied

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**RETURN LOWER PORTION - DETACH HERE**

<table>
<thead>
<tr>
<th>Media #</th>
<th>Identification #</th>
<th>Date of Notice</th>
<th>Amount Due</th>
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<tbody>
<tr>
<td>16816286724</td>
<td>203441</td>
<td>12-May-2014</td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

BOB DENT
TEST ACCOUNT
201 W COLFAX AVE DEPT 405
DENVER CO 80202-5330

Make checks payable to: Manager of Finance

Signature: [Signature]
Title: [Title]
Date: [Date]