Creating a Payment Voucher in eBiz Tax

Step-by-step instructions

Denver Treasury Division

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.

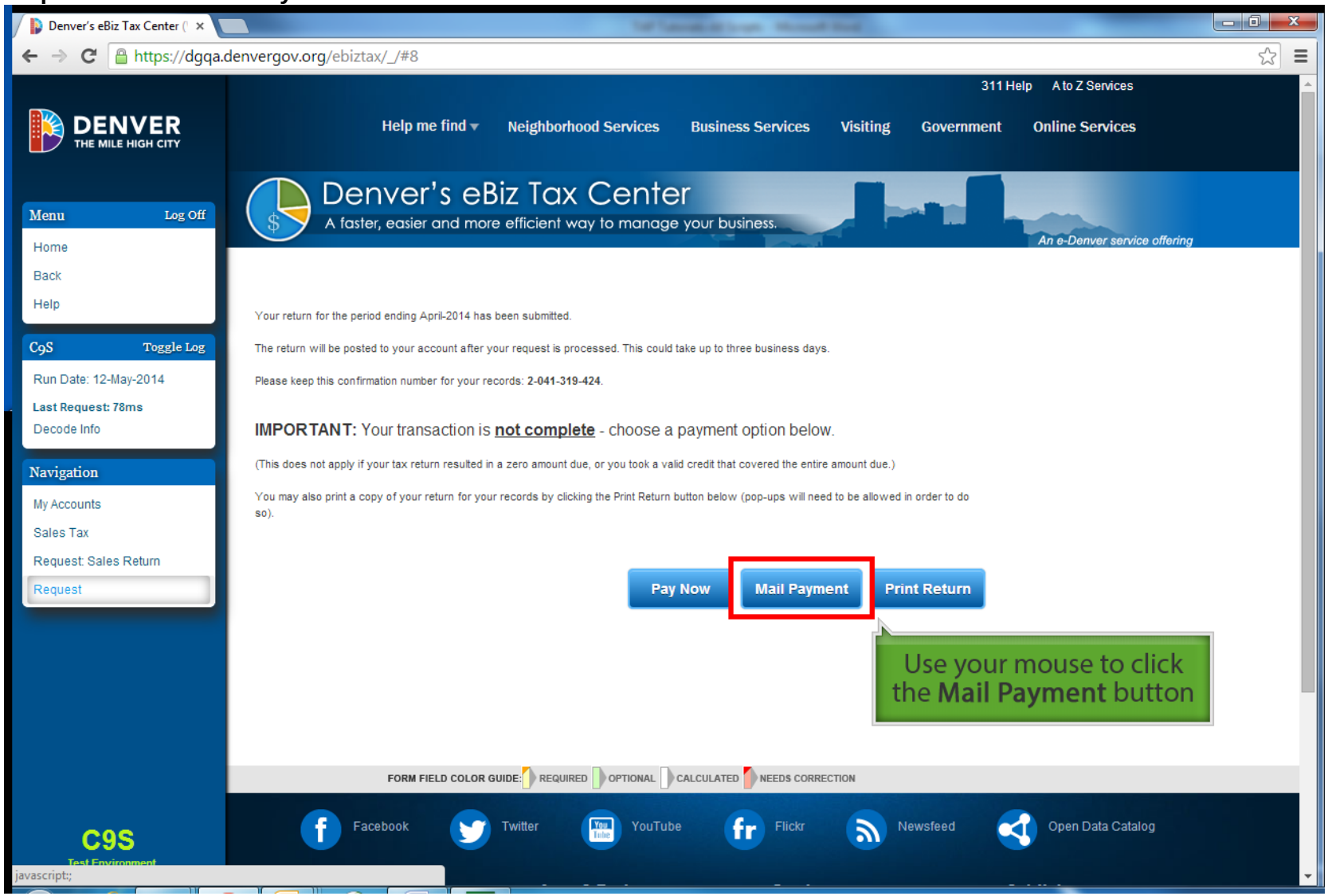
There are two ways to create a payment voucher: immediately after filing your return from the electronic return filing confirmation screen, from your home screen or from an account detail screen.

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.

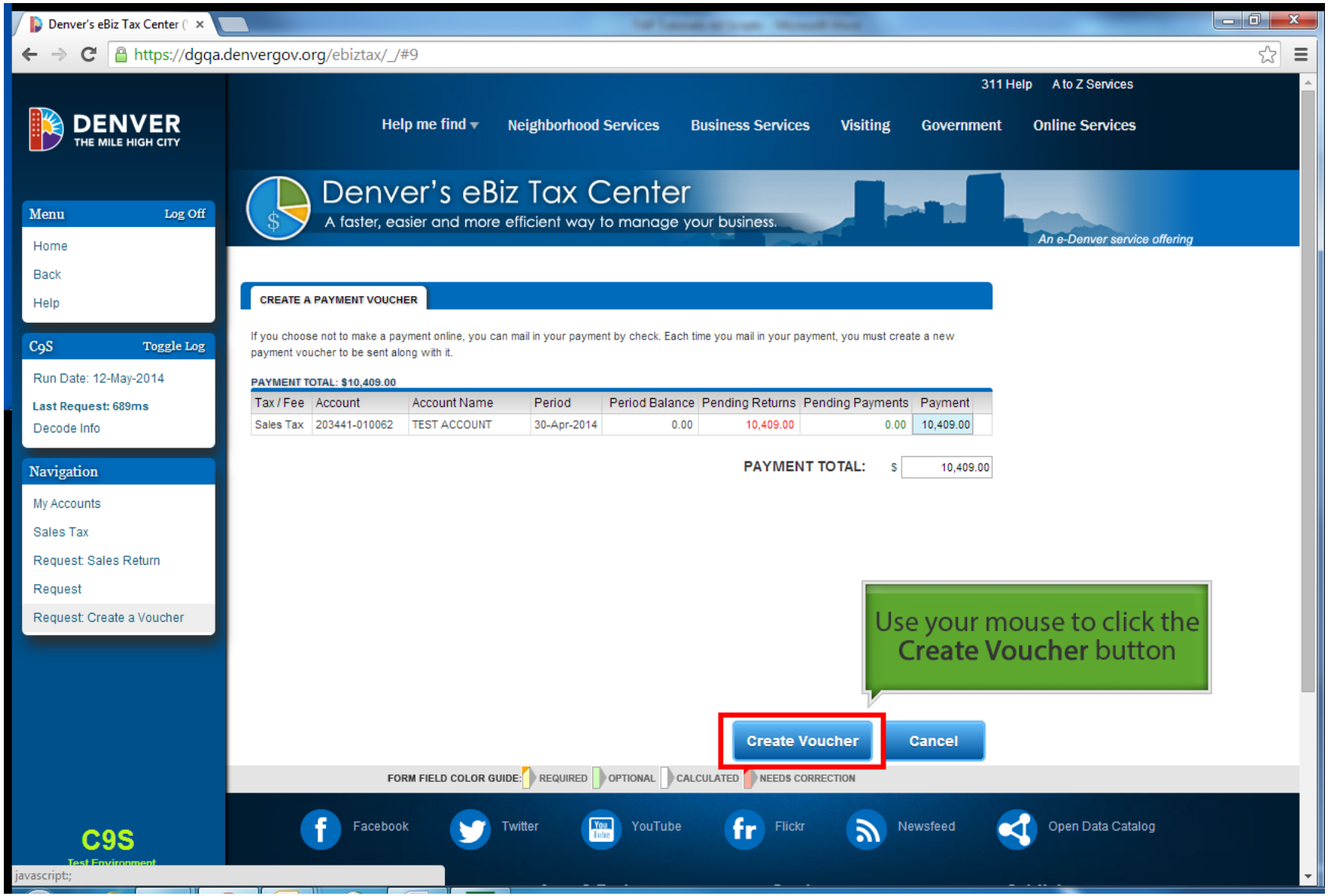
When creating a voucher from either your home screen or an account detail screen you can create a payment voucher for an outstanding balance due for any return or license fee due. For instructions for filing from either your home screen or an account detail screen, start at page 10.

FROM THE ELECTRONIC RETURN FILING CONFIRMATION SCREEN

Step 1: Click the 'Mail Payment' button



Step 2: Create the Payment Voucher



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https://dgqa.denvergov.org/ebiztax/_/#10

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- Run Date: 12-May-2014
- **Last Request: 172ms**
- Decode Info

Navigation

- My Accounts
- Sales Tax
- Request: Sales Return
- Request
- Request: Create a Voucher

REQUEST INFORMATION

Status	:	New
Logon	:	bob.dent@denvergov.org
Taxpayer Id	:	203441
Name	:	TEST ACCOUNT
Sales Tax	:	203441-010062
Period	:	30-Apr-2014
Submitted	:	12-May-2014 13:22:10

CREATE A PAYMENT VOUCHER

If you choose not to make a payment online, you can mail in your payment by check. Each time you mail in your payment, you must create a new payment voucher to be sent along with it.

PAYMENT TOTAL: $10,409.00

Tax / Fee	Account	Account Name	Period	Period Balance	Pending Returns	Pending Payments	Payment
Sales Tax	203441-010062	TEST ACCOUNT	30-Apr-2014	0.00	10,409.00	0.00	10,409.00

PAYMENT TOTAL: $ 10,409.00

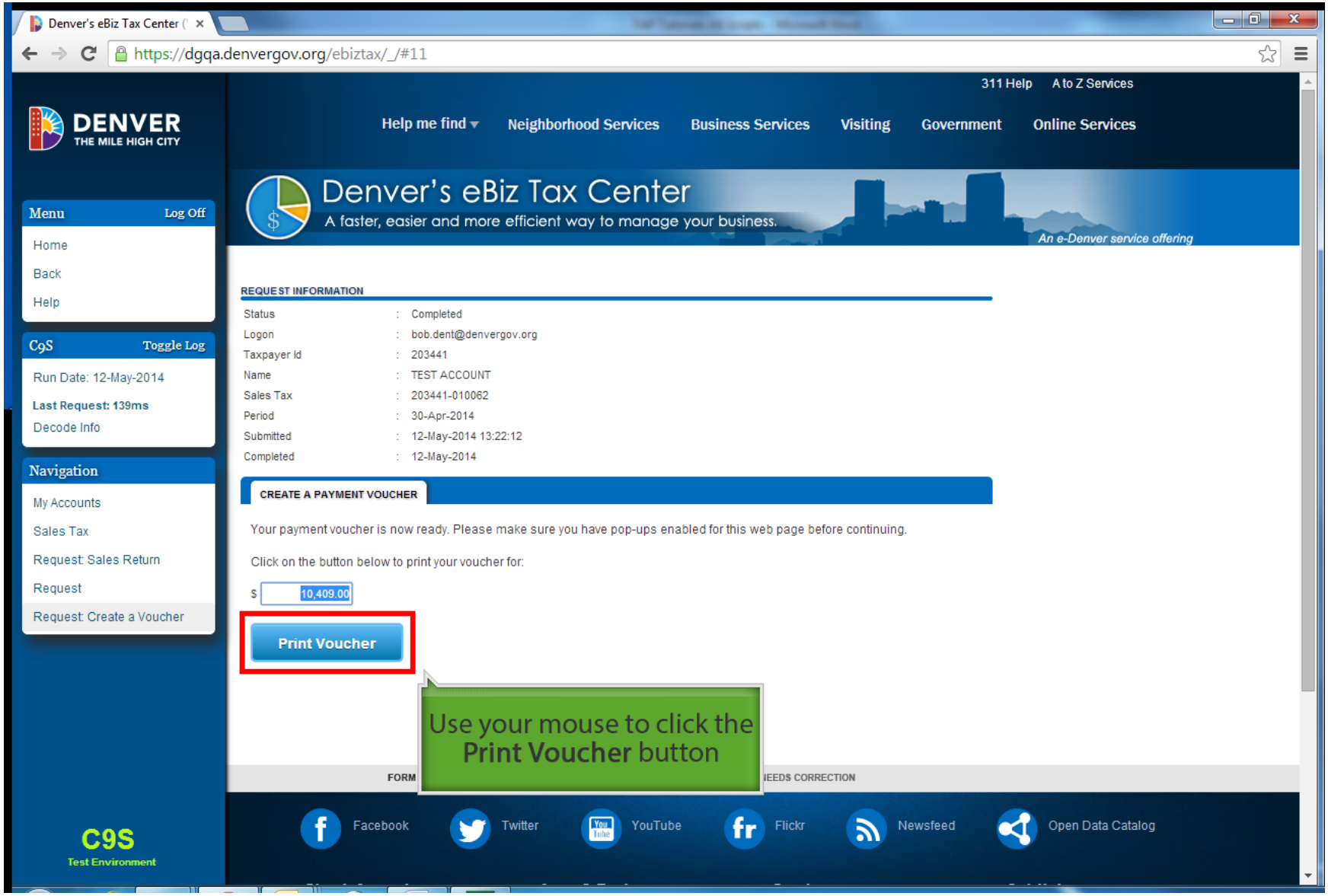
Continue

Use your mouse to click the **Continue** button

CULATED | NEEDS CORRECTION

C9S Test Environment

Facebook | Twitter | YouTube | Flickr | Newsfeed | Open Data Catalog


Denver's eBiz Tax Center
https://dgqa.denvergov.org/ebiztax/_/#11
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Last Request: 139ms
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Sales Tax
Request: Sales Return
Request
Request: Create a Voucher
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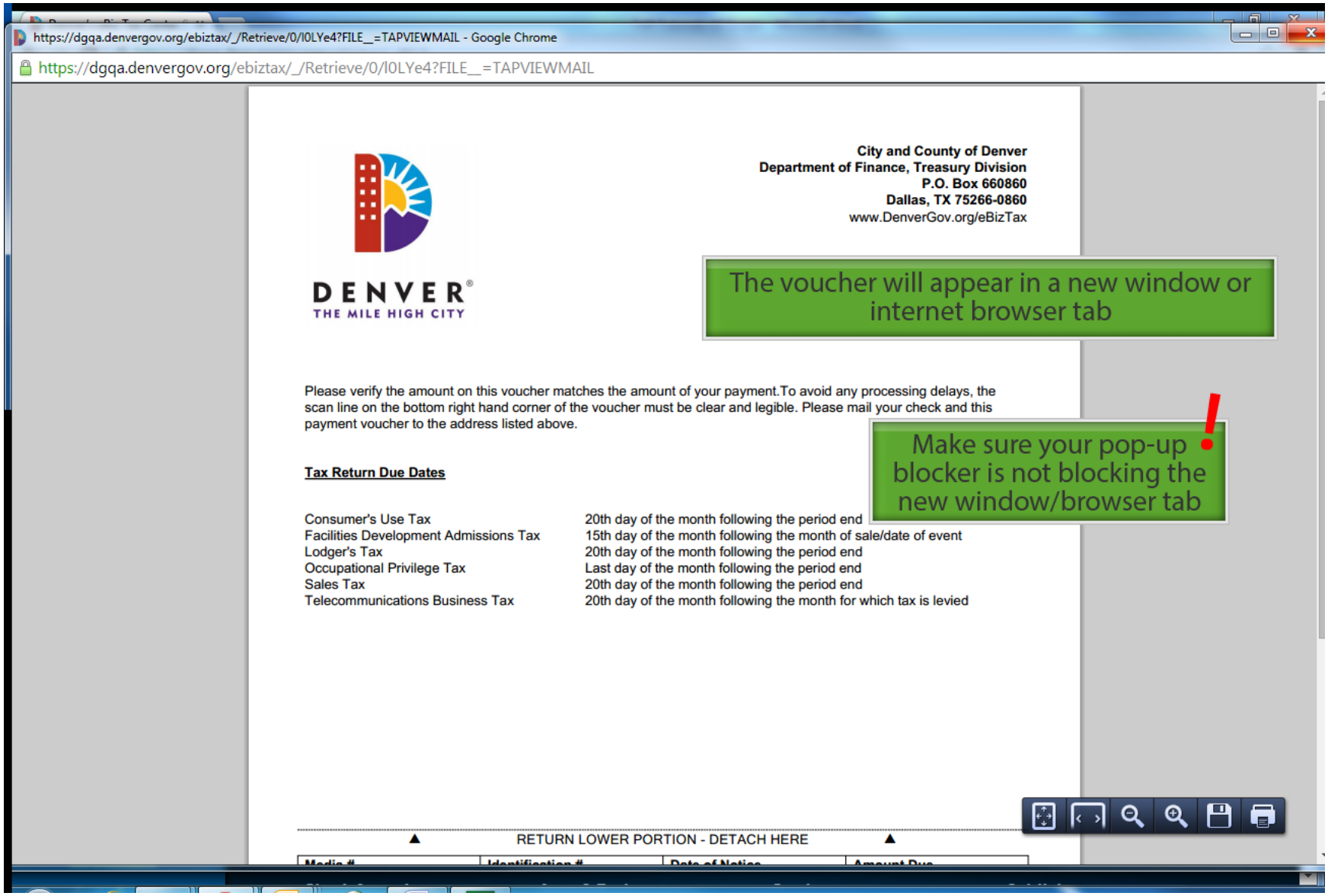
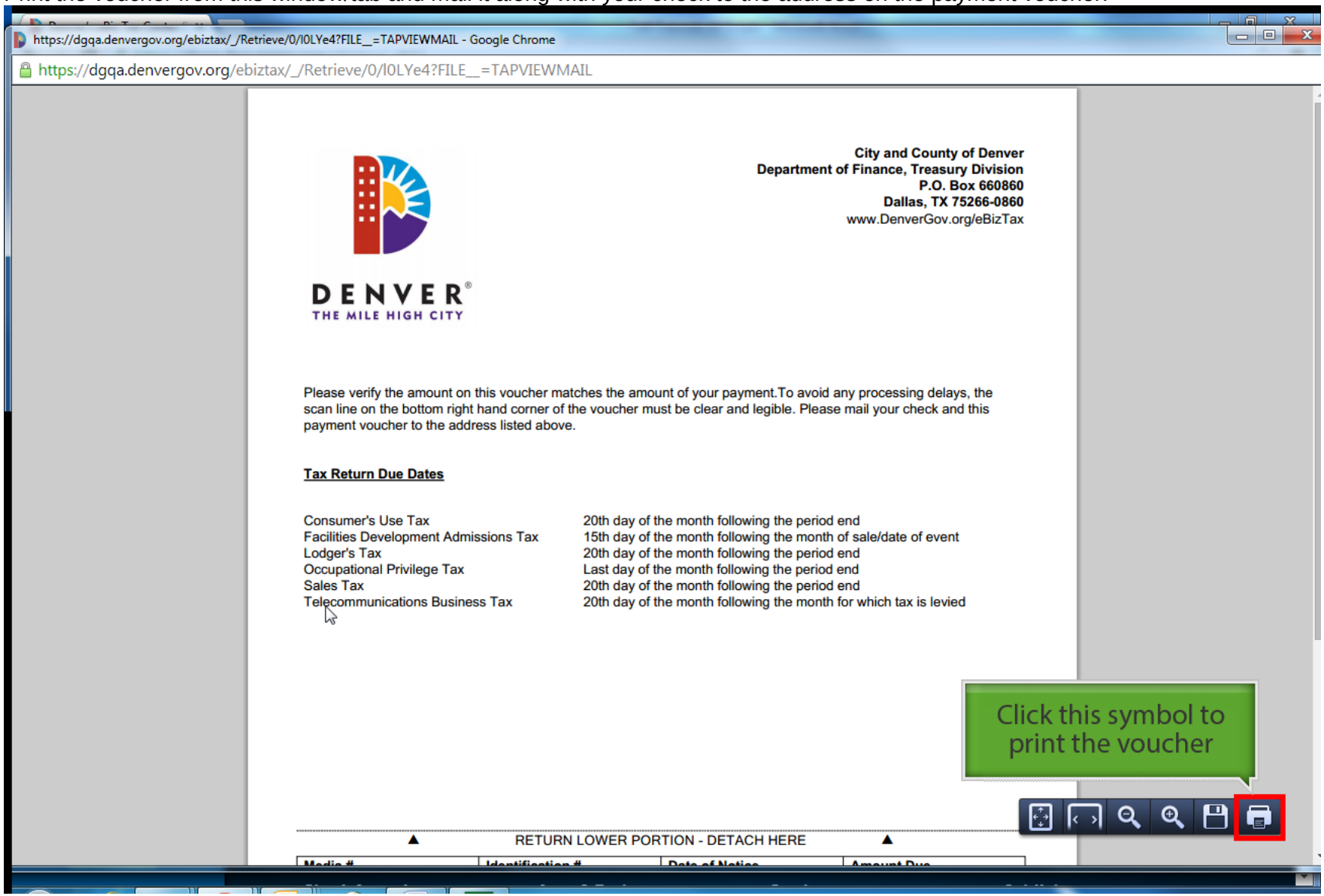
REQUEST INFORMATION
Status : Completed
Logon : bob.dent@denvergov.org
Taxpayer Id : 203441
Name : TEST ACCOUNT
Sales Tax : 203441-010062
Period : 30-Apr-2014
Submitted : 12-May-2014 13:22:12
Completed : 12-May-2014
CREATE A PAYMENT VOUCHER
Your payment voucher is now ready. Please make sure you have pop-ups enabled for this web page before continuing.
Click on the button below to print your voucher for:
$ 10,409.00
Print Voucher
Use your mouse to click the Print Voucher button
FORM
NEEDS CORRECTION
Facebook
Twitter
YouTube
Flickr
Newsfeed
Open Data Catalog
C9S
Test Environment

Step 3: Print the Payment Voucher



Print the voucher from this window/tab and mail it along with your check to the address on the payment voucher.



https://dgqa.denvergov.org/ebiztax/_/Retrieve/0/l0LYe4?FILE__=TAPVIEWMAIL - Google Chrome

https://dgqa.denvergov.org/ebiztax/_/Retrieve/0/l0LYe4?FILE__=TAPVIEWMAIL

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City and County of Denver
Department of Finance, Treasury Division
P.O. Box 660860
Dallas, TX 75266-0860
www.DenverGov.org/eBizTax

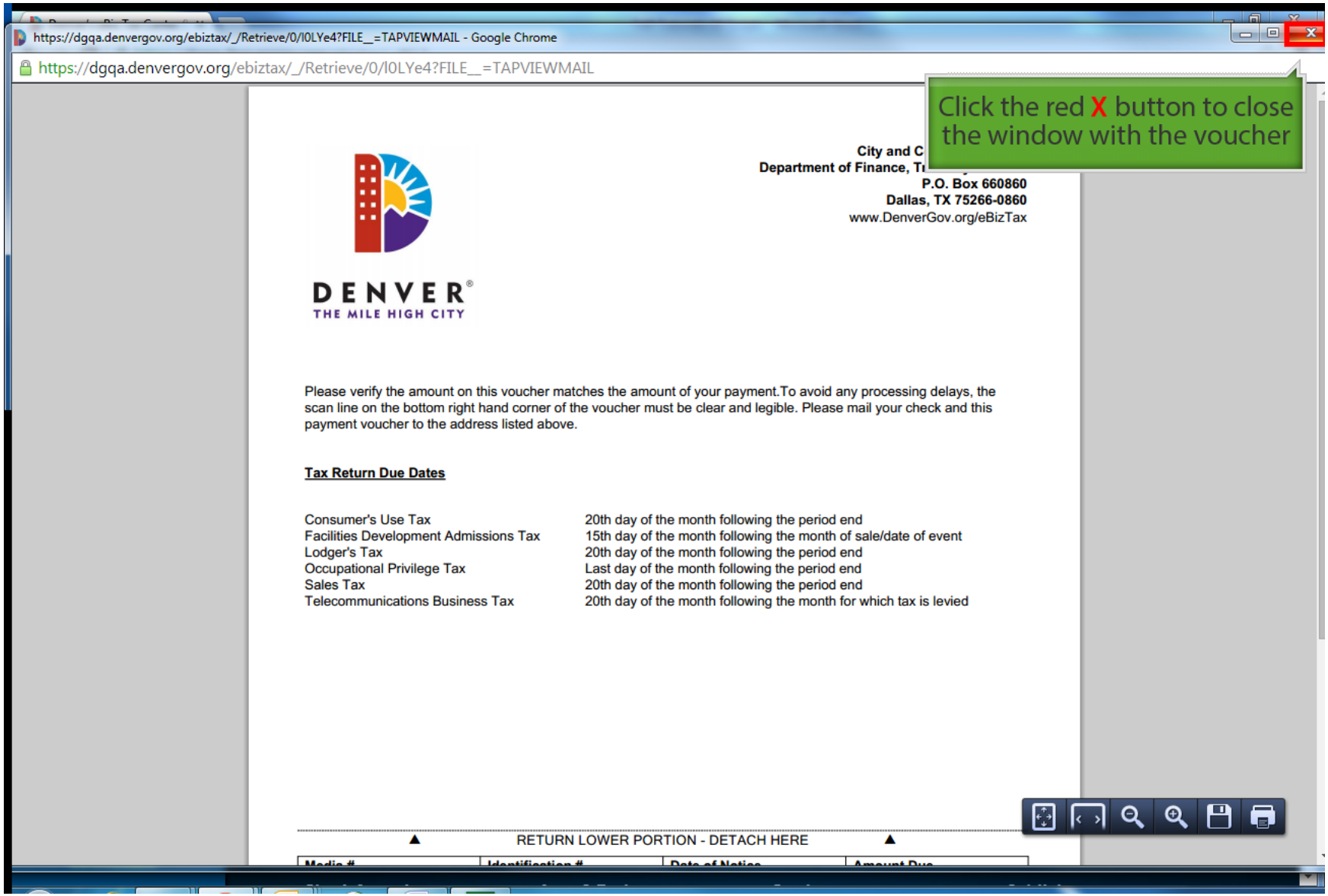
Please verify the amount on this voucher matches the amount of your payment.To avoid any processing delays, the scan line on the bottom right hand corner of the voucher must be clear and legible. Please mail your check and this payment voucher to the address listed above.

Tax Return Due Dates

Consumer's Use Tax	20th day of the month following the period end
Facilities Development Admissions Tax	15th day of the month following the month of sale/date of event
Lodger's Tax	20th day of the month following the period end
Occupational Privilege Tax	Last day of the month following the period end
Sales Tax	20th day of the month following the period end
Telecommunications Business Tax	20th day of the month following the month for which tax is levied

▲ RETURN LOWER PORTION - DETACH HERE ▲

Media #	Identification #	Date of Notice	Amount Due


https://dgqa.denvergov.org/ebiztax/_/Retrieve/0/l0LYe4?FILE__=TAPVIEWMAIL - Google Chrome
https://dgqa.denvergov.org/ebiztax/_/Retrieve/0/l0LYe4?FILE__=TAPVIEWMAIL
Click the red X button to close the window with the voucher
City and C
Department of Finance, T
P.O. Box 660860
Dallas, TX 75266-0860
www.DenverGov.org/eBizTax
DENVER
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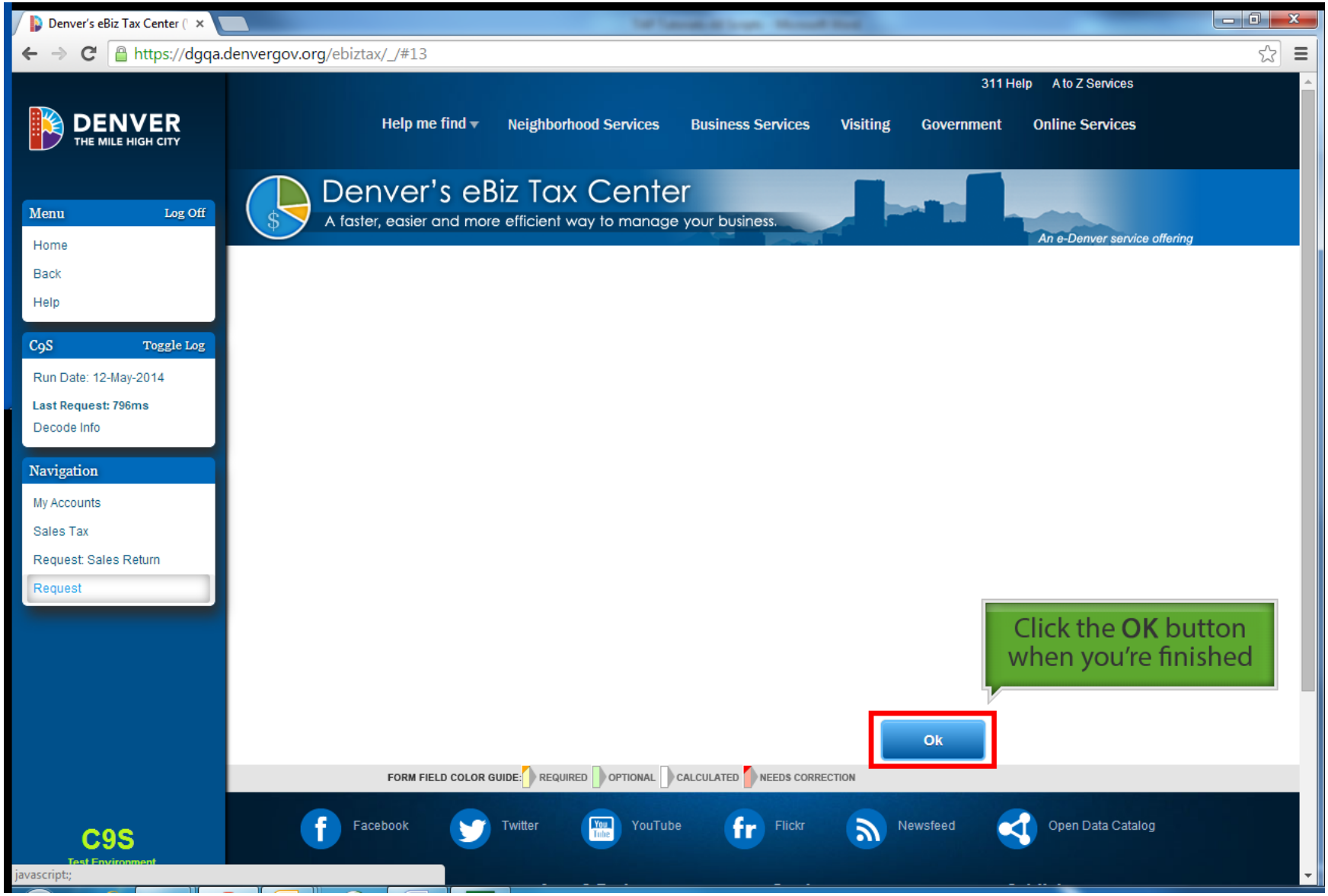
Please verify the amount on this voucher matches the amount of your payment.To avoid any processing delays, the scan line on the bottom right hand corner of the voucher must be clear and legible. Please mail your check and this payment voucher to the address listed above.
Tax Return Due Dates
Consumer's Use Tax 20th day of the month following the period end
Facilities Development Admissions Tax 15th day of the month following the month of sale/date of event
Lodger's Tax 20th day of the month following the period end
Occupational Privilege Tax Last day of the month following the period end
Sales Tax 20th day of the month following the period end
Telecommunications Business Tax 20th day of the month following the month for which tax is levied
RETURN LOWER PORTION - DETACH HERE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Toggle Log
Run Date: 12-May-2014
Last Request: 796ms
Decode Info
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My Accounts
Sales Tax
Request: Sales Return
Request
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Click the OK button when you're finished
Ok
FORM FIELD COLOR GUIDE:
REQUIRED
OPTIONAL
CALCULATED
NEEDS CORRECTION
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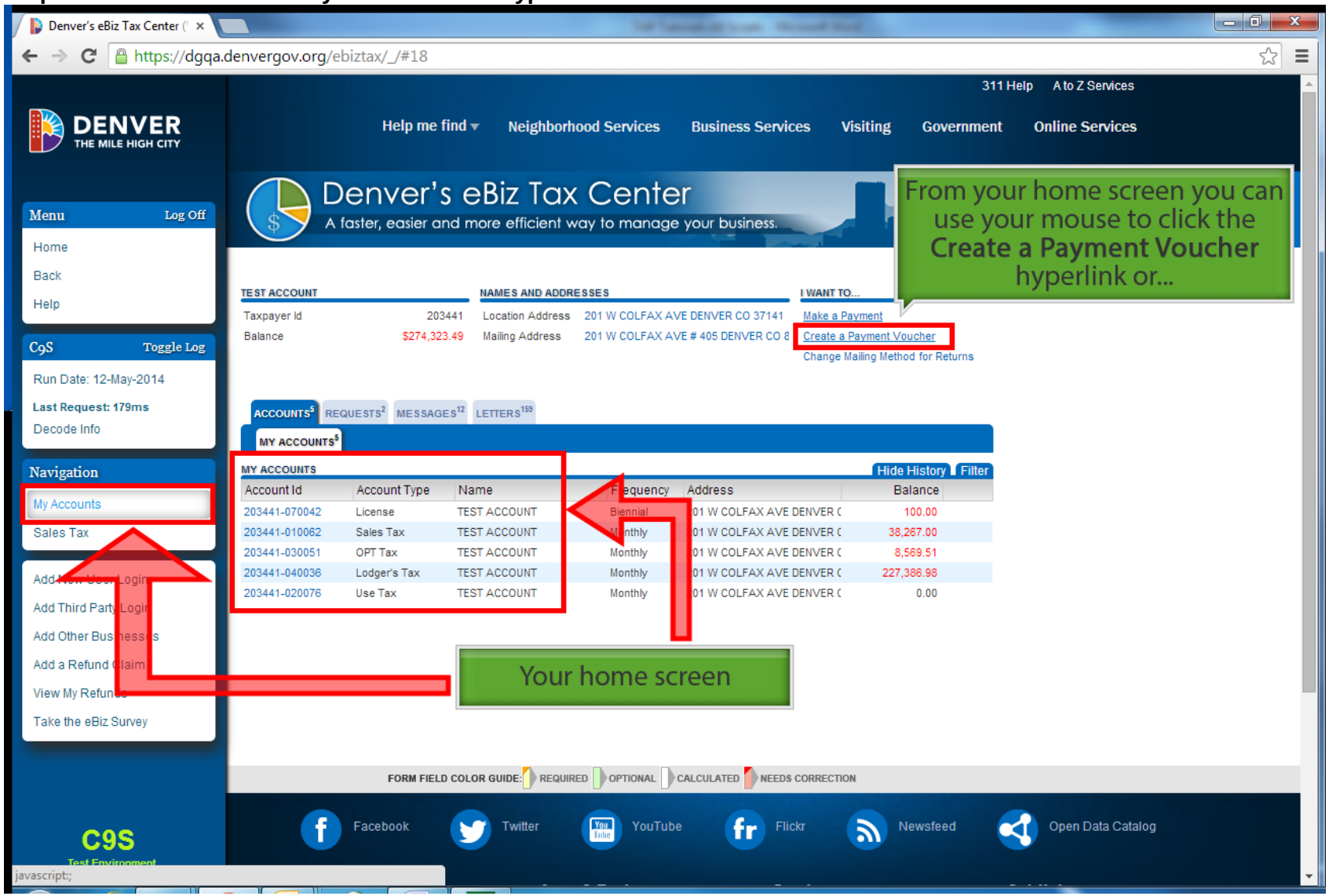
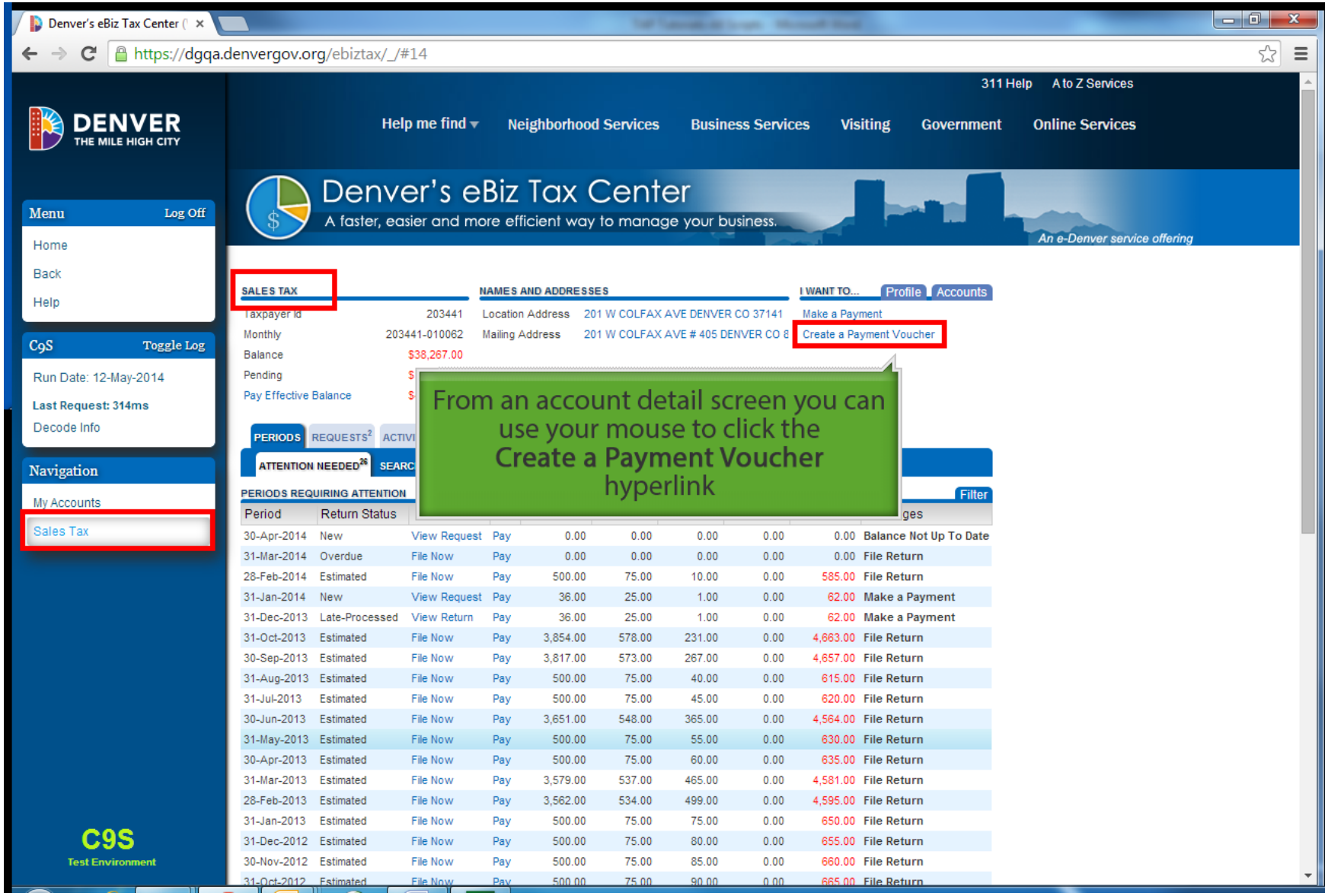
Newsfeed
Open Data Catalog
C9S
javascript;

FROM YOUR HOME SCREEN OR ACCOUNT DETAIL SCREEN

Step 1: Click the 'Create a Payment Voucher' hyperlink

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Run Date: 12-May-2014
Last Request: 314ms
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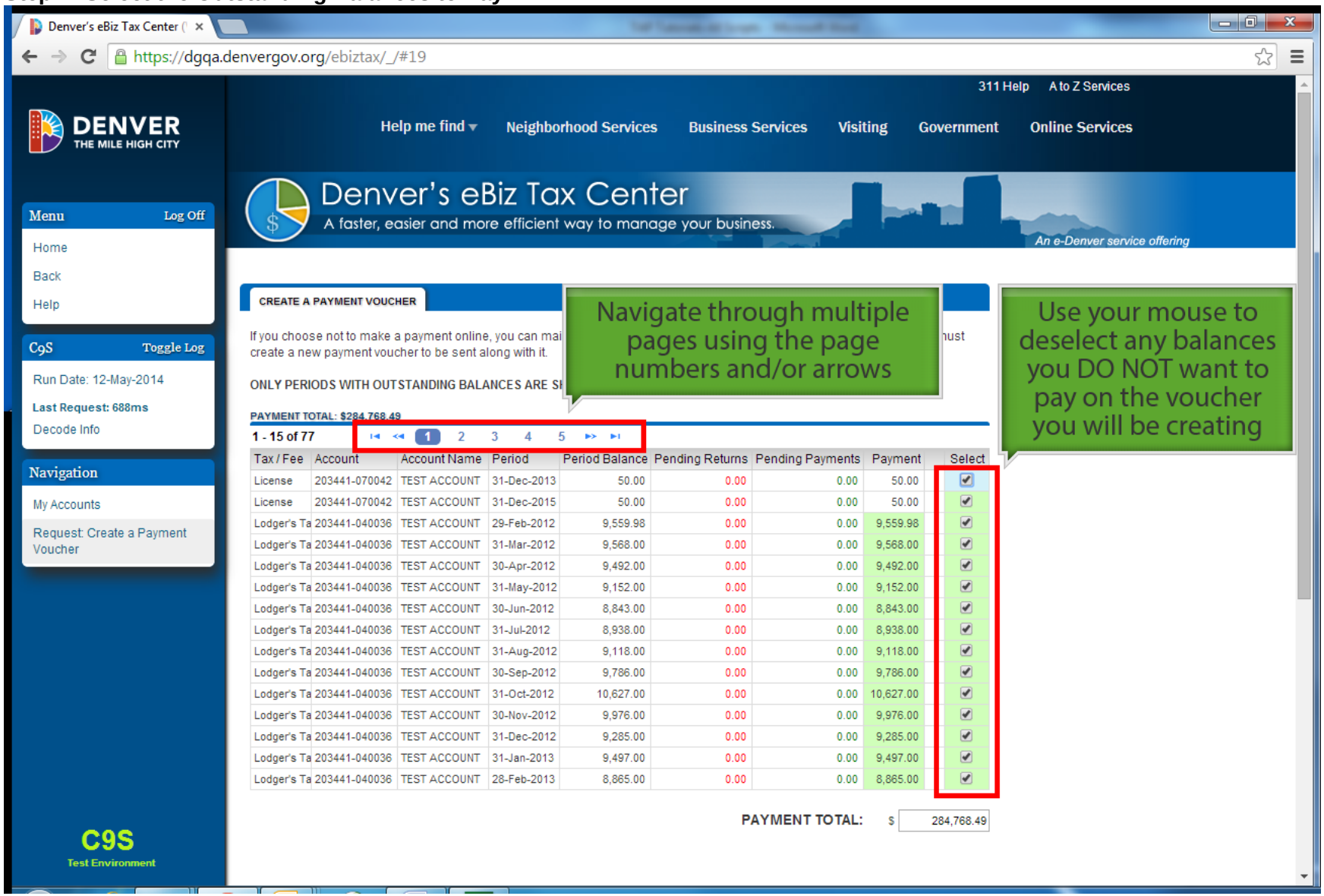
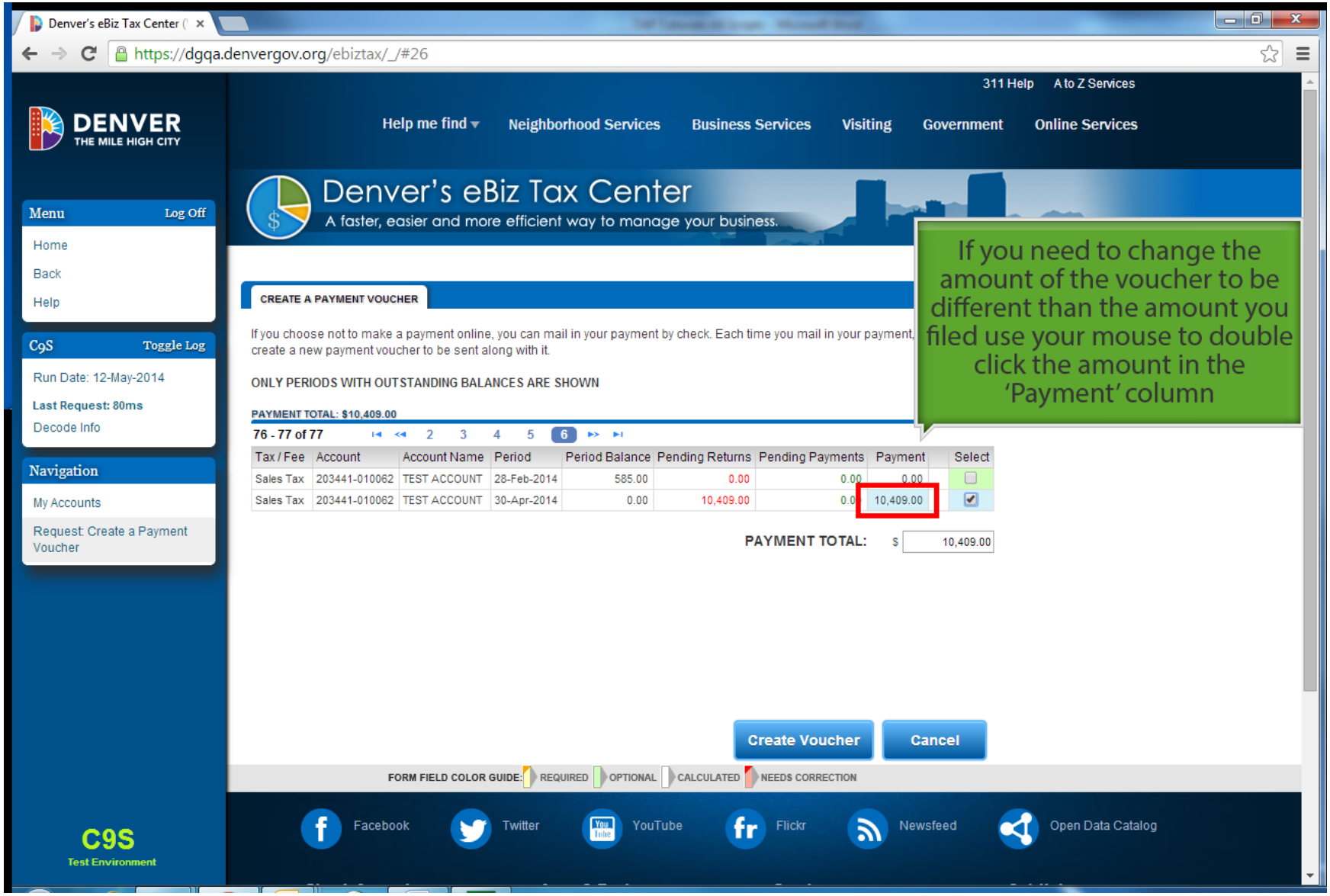
Test Environment
SALES TAX
Taxpayer Id 203441
Monthly 203441-010062
Balance $38,267.00
Pay Effective Balance
NAMES AND ADDRESSES
Location Address 201 W COLFAX AVE DENVER CO 37141
Mailing Address 201 W COLFAX AVE # 405 DENVER CO 8
I WANT TO...
Profile
Accounts
Make a Payment
Create a Payment Voucher
From an account detail screen you can use your mouse to click the Create a Payment Voucher hyperlink
PERIODS
REQUESTS
ATTENTION NEEDED
PERIODS REQUIRING ATTENTION
Filter
Period
Return Status
30-Apr-2014 New View Request Pay 0.00 0.00 0.00 0.00 0.00 Balance Not Up To Date
31-Mar-2014 Overdue File Now Pay 0.00 0.00 0.00 0.00 0.00 File Return
28-Feb-2014 Estimated File Now Pay 500.00 75.00 10.00 0.00 585.00 File Return
31-Jan-2014 New View Request Pay 36.00 25.00 1.00 0.00 62.00 Make a Payment
31-Dec-2013 Late-Processed View Return Pay 36.00 25.00 1.00 0.00 62.00 Make a Payment
31-Oct-2013 Estimated File Now Pay 3,854.00 578.00 231.00 0.00 4,663.00 File Return
30-Sep-2013 Estimated File Now Pay 3,817.00 573.00 267.00 0.00 4,657.00 File Return
31-Aug-2013 Estimated File Now Pay 500.00 75.00 40.00 0.00 615.00 File Return
31-Jul-2013 Estimated File Now Pay 500.00 75.00 45.00 0.00 620.00 File Return
30-Jun-2013 Estimated File Now Pay 3,651.00 548.00 365.00 0.00 4,564.00 File Return
31-May-2013 Estimated File Now Pay 500.00 75.00 55.00 0.00 630.00 File Return
30-Apr-2013 Estimated File Now Pay 500.00 75.00 60.00 0.00 635.00 File Return
31-Mar-2013 Estimated File Now Pay 3,579.00 537.00 465.00 0.00 4,581.00 File Return
28-Feb-2013 Estimated File Now Pay 3,562.00 534.00 499.00 0.00 4,595.00 File Return
31-Jan-2013 Estimated File Now Pay 500.00 75.00 75.00 0.00 650.00 File Return
31-Dec-2012 Estimated File Now Pay 500.00 75.00 80.00 0.00 655.00 File Return
30-Nov-2012 Estimated File Now Pay 500.00 75.00 85.00 0.00 660.00 File Return
31-Oct-2012 Estimated File Now Pay 500.00 75.00 90.00 0.00 665.00 File Return

Step 2: Select the Outstanding Balances to Pay



Tax / Fee	Account	Account Name	Period	Period Balance	Pending Returns	Pending Payments	Payment	Select
License	203441-070042	TEST ACCOUNT	31-Dec-2013	50.00	0.00	0.00	50.00	✓
License	203441-070042	TEST ACCOUNT	31-Dec-2015	50.00	0.00	0.00	50.00	✓
Lodger's Ta	203441-040036	TEST ACCOUNT	29-Feb-2012	9,559.98	0.00	0.00	9,559.98	✓
Lodger's Ta	203441-040036	TEST ACCOUNT	31-Mar-2012	9,568.00	0.00	0.00	9,568.00	✓
Lodger's Ta	203441-040036	TEST ACCOUNT	30-Apr-2012	9,492.00	0.00	0.00	9,492.00	✓
Lodger's Ta	203441-040036	TEST ACCOUNT	31-May-2012	9,152.00	0.00	0.00	9,152.00	✓
Lodger's Ta	203441-040036	TEST ACCOUNT	30-Jun-2012	8,843.00	0.00	0.00	8,843.00	✓
Lodger's Ta	203441-040036	TEST ACCOUNT	31-Jul-2012	8,938.00	0.00	0.00	8,938.00	✓
Lodger's Ta	203441-040036	TEST ACCOUNT	31-Aug-2012	9,118.00	0.00	0.00	9,118.00	✓
Lodger's Ta	203441-040036	TEST ACCOUNT	30-Sep-2012	9,786.00	0.00	0.00	9,786.00	✓
Lodger's Ta	203441-040036	TEST ACCOUNT	31-Oct-2012	10,627.00	0.00	0.00	10,627.00	✓
Lodger's Ta	203441-040036	TEST ACCOUNT	30-Nov-2012	9,976.00	0.00	0.00	9,976.00	✓
Lodger's Ta	203441-040036	TEST ACCOUNT	31-Dec-2012	9,285.00	0.00	0.00	9,285.00	✓
Lodger's Ta	203441-040036	TEST ACCOUNT	31-Jan-2013	9,497.00	0.00	0.00	9,497.00	✓
Lodger's Ta	203441-040036	TEST ACCOUNT	28-Feb-2013	8,865.00	0.00	0.00	8,865.00	✓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Run Date: 12-May-2014
Last Request: 80ms
Decode Info
Navigation
My Accounts
Request: Create a Payment Voucher
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CREATE A PAYMENT VOUCHER
If you choose not to make a payment online, you can mail in your payment by check. Each time you mail in your payment, create a new payment voucher to be sent along with it.
ONLY PERIODS WITH OUTSTANDING BALANCES ARE SHOWN
PAYMENT TOTAL: $10,409.00
76 - 77 of 77
2 3 4 5 6
Tax / Fee | Account | Account Name | Period | Period Balance | Pending Returns | Pending Payments | Payment | Select
Sales Tax | 203441-010062 | TEST ACCOUNT | 28-Feb-2014 | 585.00 | 0.00 | 0.00 | 0.00
Sales Tax | 203441-010062 | TEST ACCOUNT | 30-Apr-2014 | 0.00 | 10,409.00 | 0.00 | 10,409.00
PAYMENT TOTAL: $ 10,409.00
Create Voucher
Cancel
FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION
Facebook
Twitter
YouTube
Flickr
Newsfeed
Open Data Catalog
C9S
Test Environment
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

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CREATE A PAYMENT VOUCHER

If you choose not to make a payment online, you can mail in your payment by check. Each time you mail in your payment, you must create a new payment voucher to be sent along with it.

ONLY PERIODS WITH OUTSTANDING BALANCES ARE SHOWN

PAYMENT TOTAL: $10,409.00

76 - 77 of 77 | 2 | 3 | 4 | 5 | 6

Tax / Fee	Account	Account Name	Period	Period Balance	Pending Returns	Pending Payments	Payment	Select
Sales Tax	203441-010062	TEST ACCOUNT	28-Feb-2014	585.00	0.00	0.00	0.00	☐
Sales Tax	203441-010062	TEST ACCOUNT	30-Apr-2014	0.00	10,409.00	0.00	5000	☑

PAYMENT TOTAL: $ 10,409.00

Type a different payment amount into the field

*Hint: Press the **Enter** key when you've entered a new amount*

Create Voucher | Cancel

FORM FIELD COLOR GUIDE: REQUIRED | OPTIONAL | CALCULATED | NEEDS CORRECTION

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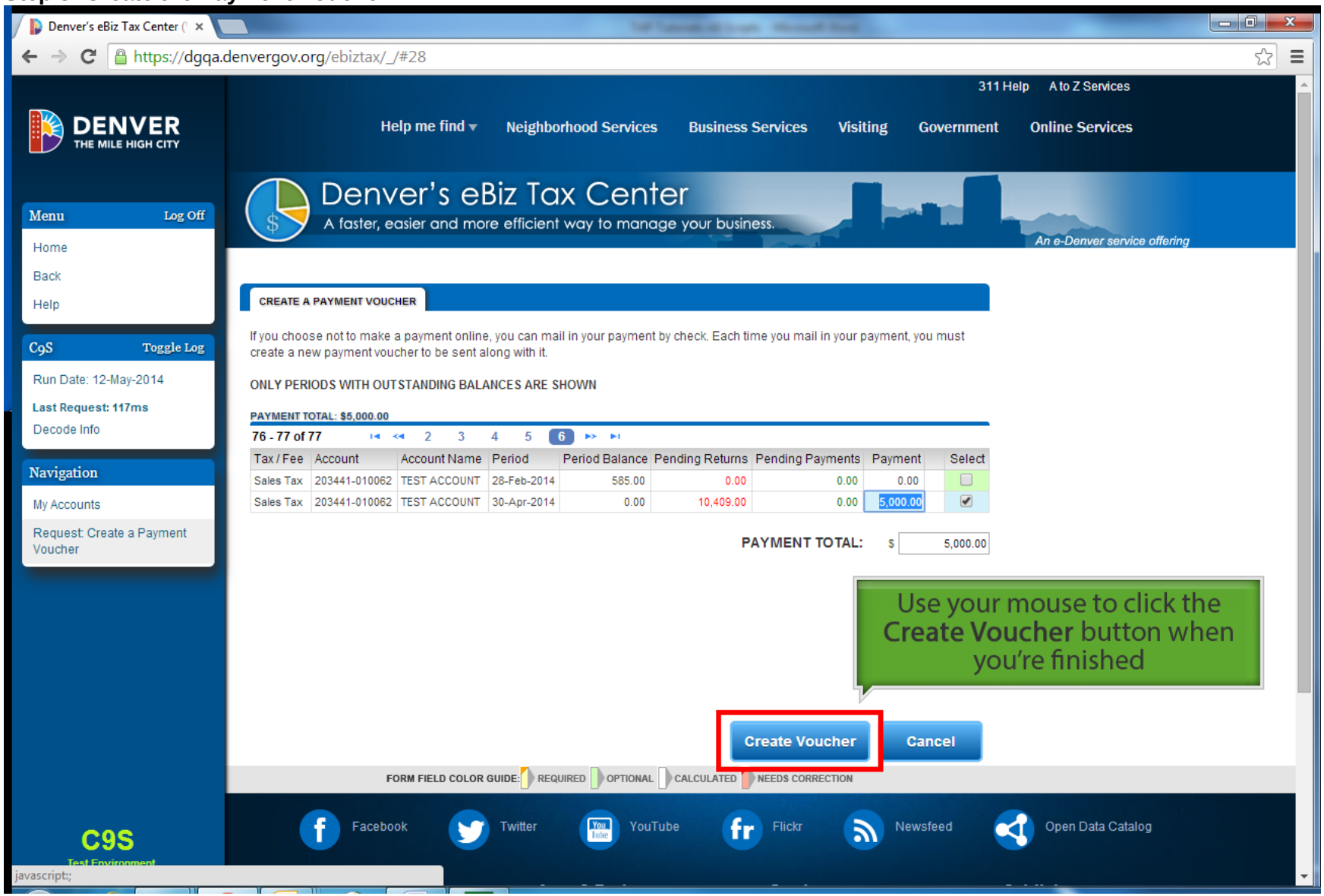
Step 3: Create the Payment Voucher



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Run Date: 12-May-2014

Last Request: 285ms

Decode Info

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My Accounts

Request: Create a Payment Voucher

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REQUEST INFORMATION

Status	:	New
Logon	:	bob.dent@denvergov.org
Taxpayer Id	:	203441
Name	:	TEST ACCOUNT
Submitted	:	12-May-2014 13:28:25

CREATE A PAYMENT VOUCHER

If you choose not to make a payment online, you can ma nust create a new payment voucher to be sent along with it.

ONLY PERIODS WITH OUTSTANDING BALANCES ARE S

Navigate through multiple pages using the page numbers and/or arrows

Make sure only the balances you want to pay are selected

PAYMENT TOTAL: $5,000.00

1 - 15 of 77 | 1 | 2 | 3 | 4 | 5

Tax / Fee	Account	Account Name	Period	Period Balance	Pending Returns	Pending Payments	Payment	Select
License	203441-070042	TEST ACCOUNT	31-Dec-2013	50.00	0.00	0.00	0.00	
License	203441-070042	TEST ACCOUNT	31-Dec-2015	50.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	29-Feb-2012	9,559.98	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	31-Mar-2012	9,568.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	30-Apr-2012	9,492.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	31-May-2012	9,152.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	30-Jun-2012	8,843.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	31-Jul-2012	8,938.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	31-Aug-2012	9,118.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	30-Sep-2012	9,786.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	31-Oct-2012	10,627.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	30-Nov-2012	9,976.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	31-Dec-2012	9,285.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	31-Jan-2013	9,497.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	28-Feb-2013	8,865.00	0.00	0.00	0.00	

PAYMENT TOTAL: $ 5,000.00

Continue

Make sure the payment total is correct

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https://dgqa.denvergov.org/ebiztax/_/#29

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Run Date: 12-May-2014

Last Request: 285ms

Decode Info

Navigation

My Accounts

Request: Create a Payment Voucher

C9S
Test Environment

REQUEST INFORMATION

Status	:	New
Logon	:	bob.dent@denvergov.org
Taxpayer Id	:	203441
Name	:	TEST ACCOUNT
Submitted	:	12-May-2014 13:28:25

CREATE A PAYMENT VOUCHER

If you choose not to make a payment online, you can mail in your payment by check. Each time you mail in your payment, you must create a new payment voucher to be sent along with it.

ONLY PERIODS WITH OUTSTANDING BALANCES ARE SHOWN

PAYMENT TOTAL: $5,000.00

1 - 15 of 77 1 2 3 4 5

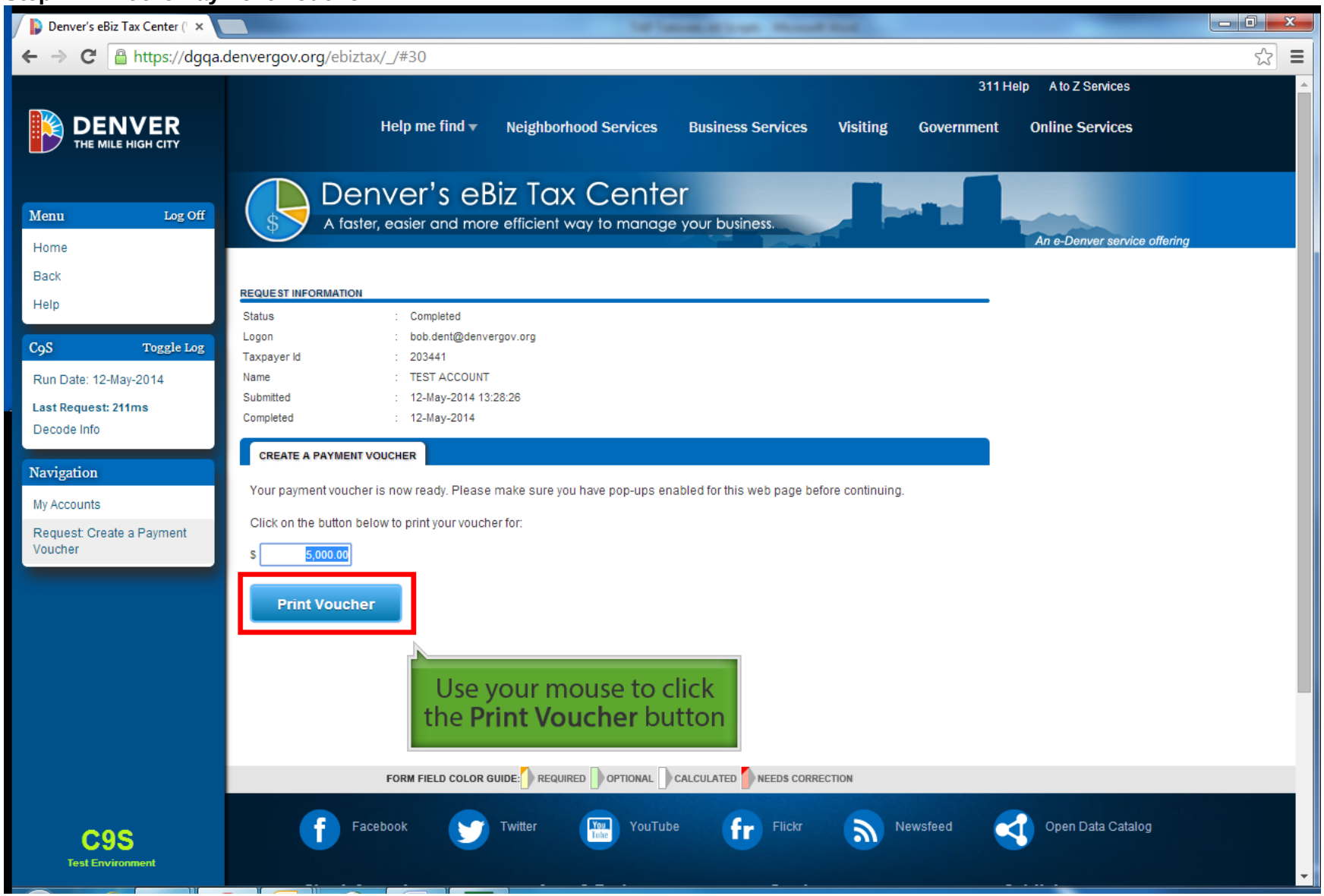
Tax / Fee	Account	Account Name	Period	Period Balance	Pending Returns	Pending Payments	Payment	Select
License	203441-070042	TEST ACCOUNT	31-Dec-2013	50.00	0.00	0.00	0.00	
License	203441-070042	TEST ACCOUNT	31-Dec-2015	50.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	29-Feb-2012	9,559.98	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	31-Mar-2012	9,568.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	30-Apr-2012	9,492.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	31-May-2012	9,152.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	30-Jun-2012	8,843.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	31-Jul-2012	8,938.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	31-Aug-2012	9,118.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	30-Sep-2012	9,786.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	31-Oct-2012	10,627.00	0.00	0.00	0.00	
Lodger's Ta	203441-040036	TEST ACCOUNT	30-Nov-2012	9,976.00	0.00	0.00	0.00	
Lodger's Ta	2034					0.00	0.00	
Lodger's Ta	2034					0.00	0.00	
Lodger's Ta	2034					0.00	0.00	

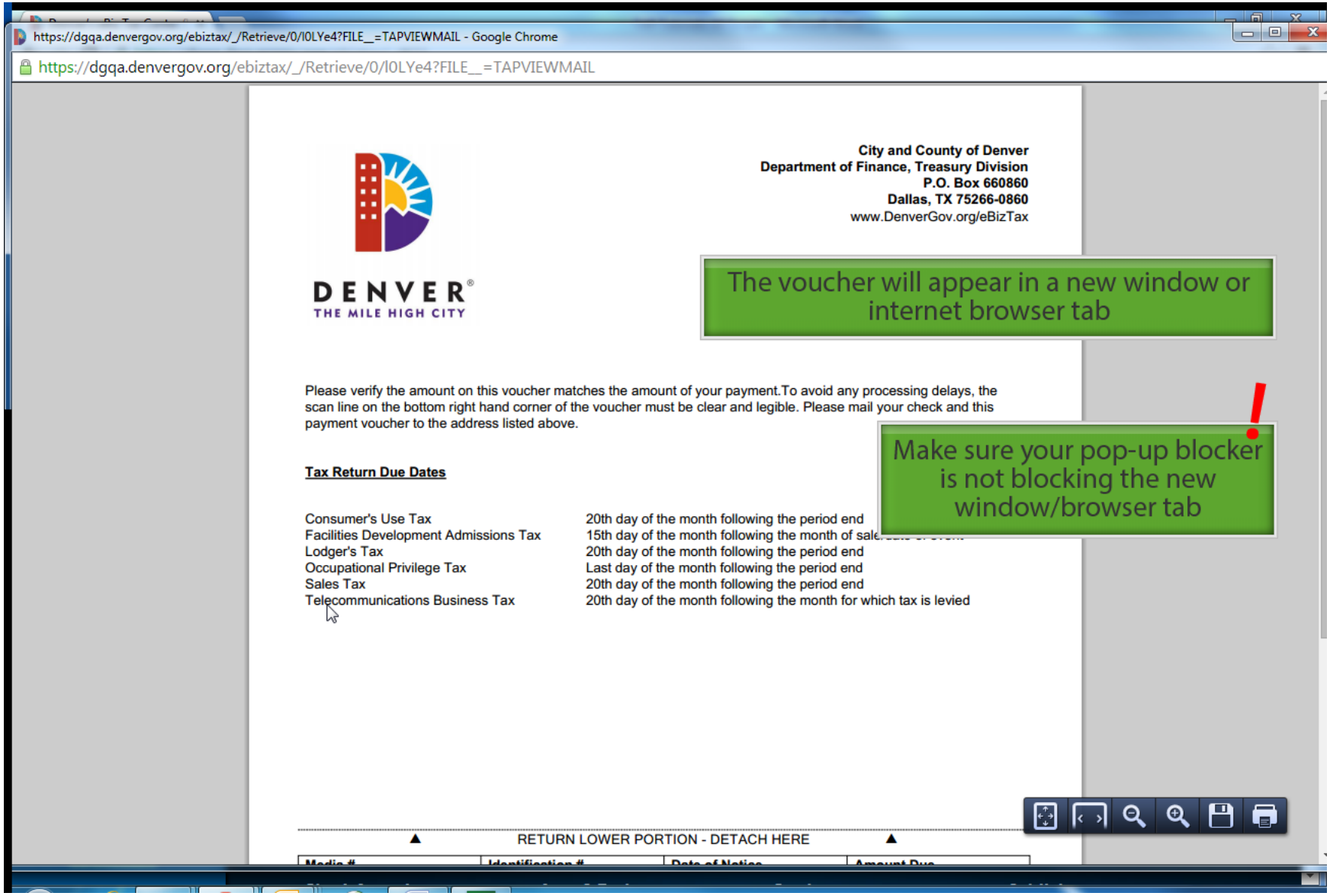
Use your mouse to click the **Continue** button when you're finished

PAYMENT TOTAL: $ 5,000.00

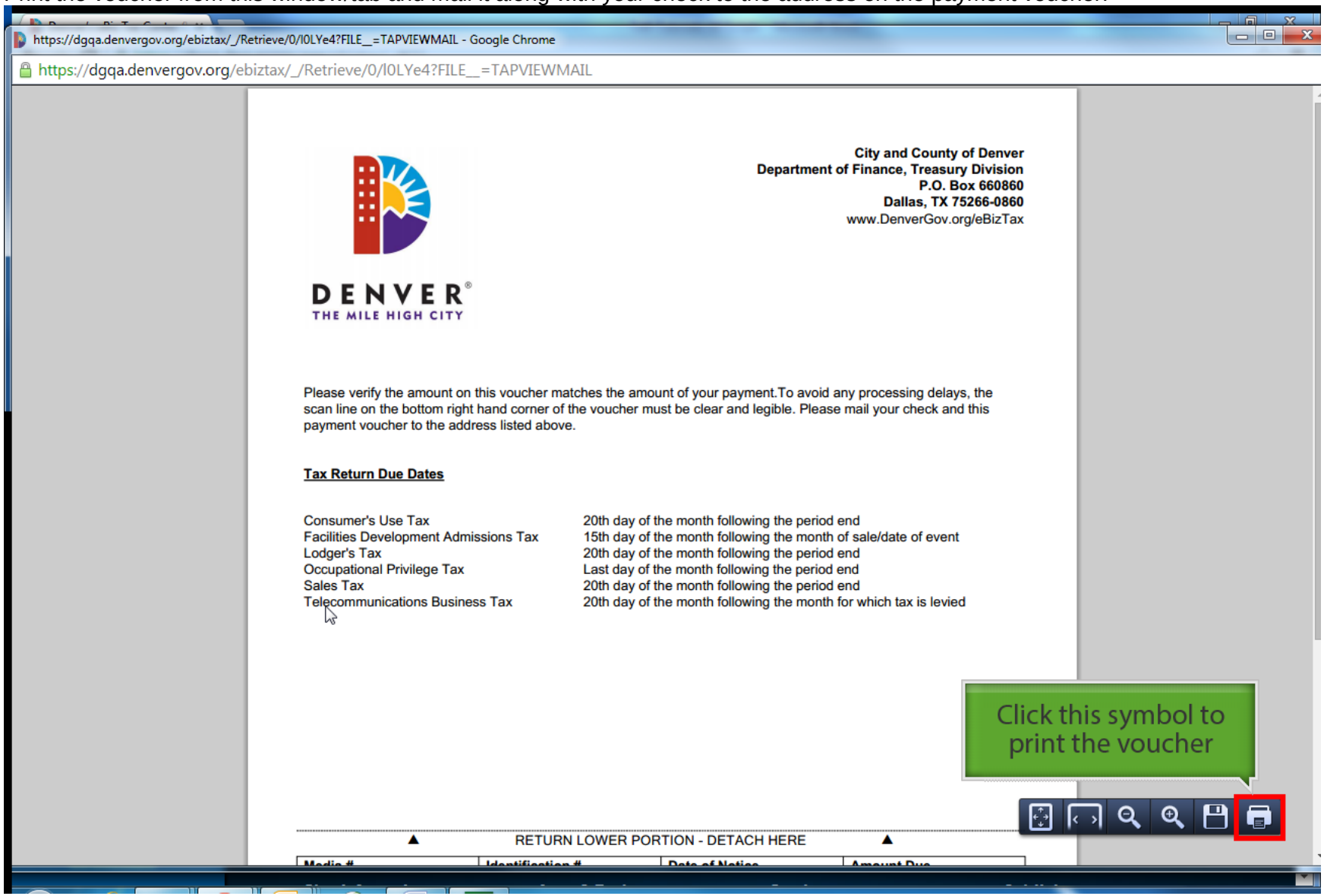
Continue

Step 4: Print the Payment Voucher




https://dgqa.denvergov.org/ebiztax/_/Retrieve/0/l0LYe4?FILE__=TAPVIEWMAIL - Google Chrome
https://dgqa.denvergov.org/ebiztax/_/Retrieve/0/l0LYe4?FILE__=TAPVIEWMAIL
City and County of Denver
Department of Finance, Treasury Division
P.O. Box 660860
Dallas, TX 75266-0860
www.DenverGov.org/eBizTax
DENVER
THE MILE HIGH CITY
The voucher will appear in a new window or internet browser tab
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.
Make sure your pop-up blocker is not blocking the new window/browser tab
Tax Return Due Dates
Consumer's Use Tax 20th day of the month following the period end
Facilities Development Admissions Tax 15th day of the month following the month of sale
Lodger's Tax 20th day of the month following the period end
Occupational Privilege Tax Last day of the month following the period end
Sales Tax 20th day of the month following the period end
Telecommunications Business Tax 20th day of the month following the month for which tax is levied
RETURN LOWER PORTION - DETACH HERE

Print the voucher from this window/tab and mail it along with your check to the address on the payment voucher.



https://dgqa.denvergov.org/ebiztax/_/Retrieve/0/l0LYe4?FILE__=TAPVIEWMAIL - Google Chrome

https://dgqa.denvergov.org/ebiztax/_/Retrieve/0/l0LYe4?FILE__=TAPVIEWMAIL

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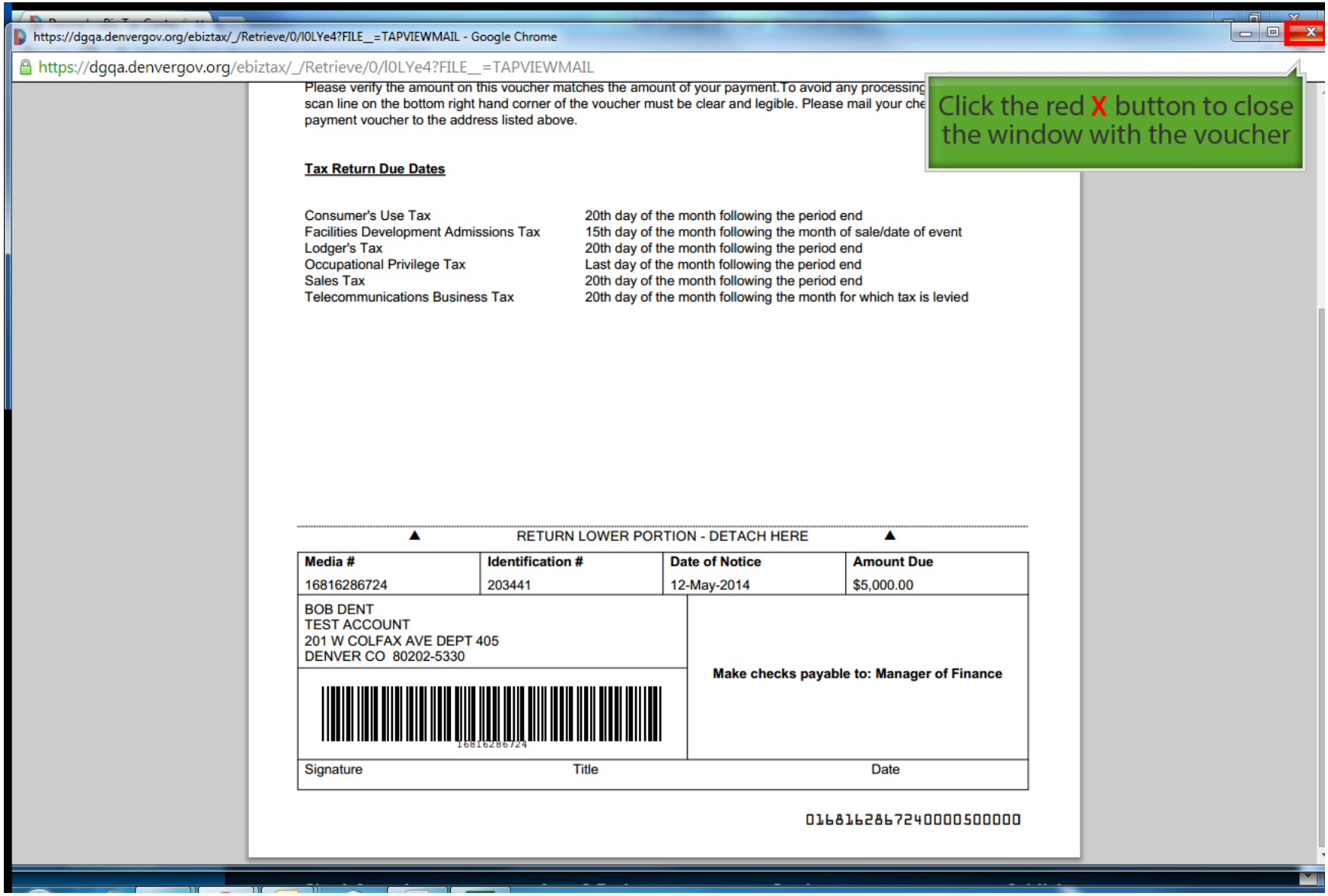
Please verify the amount on this voucher matches the amount of your payment.To avoid any processing delays, the scan line on the bottom right hand corner of the voucher must be clear and legible. Please mail your check and this payment voucher to the address listed above.

Tax Return Due Dates

Consumer's Use Tax	20th day of the month following the period end
Facilities Development Admissions Tax	15th day of the month following the month of sale/date of event
Lodger's Tax	20th day of the month following the period end
Occupational Privilege Tax	Last day of the month following the period end
Sales Tax	20th day of the month following the period end
Telecommunications Business Tax	20th day of the month following the month for which tax is levied

▲ RETURN LOWER PORTION - DETACH HERE ▲

Media #	Identification #	Date of Notice	Amount Due


https://dgqa.denvergov.org/ebiztax/_/Retrieve/0/l0LYe4?FILE__=TAPVIEWMAIL - Google Chrome
https://dgqa.denvergov.org/ebiztax/_/Retrieve/0/l0LYe4?FILE__=TAPVIEWMAIL
Click the red X button to close the window with the voucher
Please verify the amount on this voucher matches the amount of your payment.To avoid any processing
scan line on the bottom right hand corner of the voucher must be clear and legible. Please mail your che
payment voucher to the address listed above.
Tax Return Due Dates
Consumer's Use Tax 20th day of the month following the period end
Facilities Development Admissions Tax 15th day of the month following the month of sale/date of event
Lodger's Tax 20th day of the month following the period end
Occupational Privilege Tax Last day of the month following the period end
Sales Tax 20th day of the month following the period end
Telecommunications Business Tax 20th day of the month following the month for which tax is levied
RETURN LOWER PORTION - DETACH HERE
Media # 16816286724
Identification # 203441
Date of Notice 12-May-2014
Amount Due $5,000.00
BOB DENT
TEST ACCOUNT
201 W COLFAX AVE DEPT 405
DENVER CO 80202-5330
Make checks payable to: Manager of Finance
16816286724
Signature
Title
Date
016816286724000005000000