Filing a Sales Tax Return in eBiz Tax

Step-by-step instructions

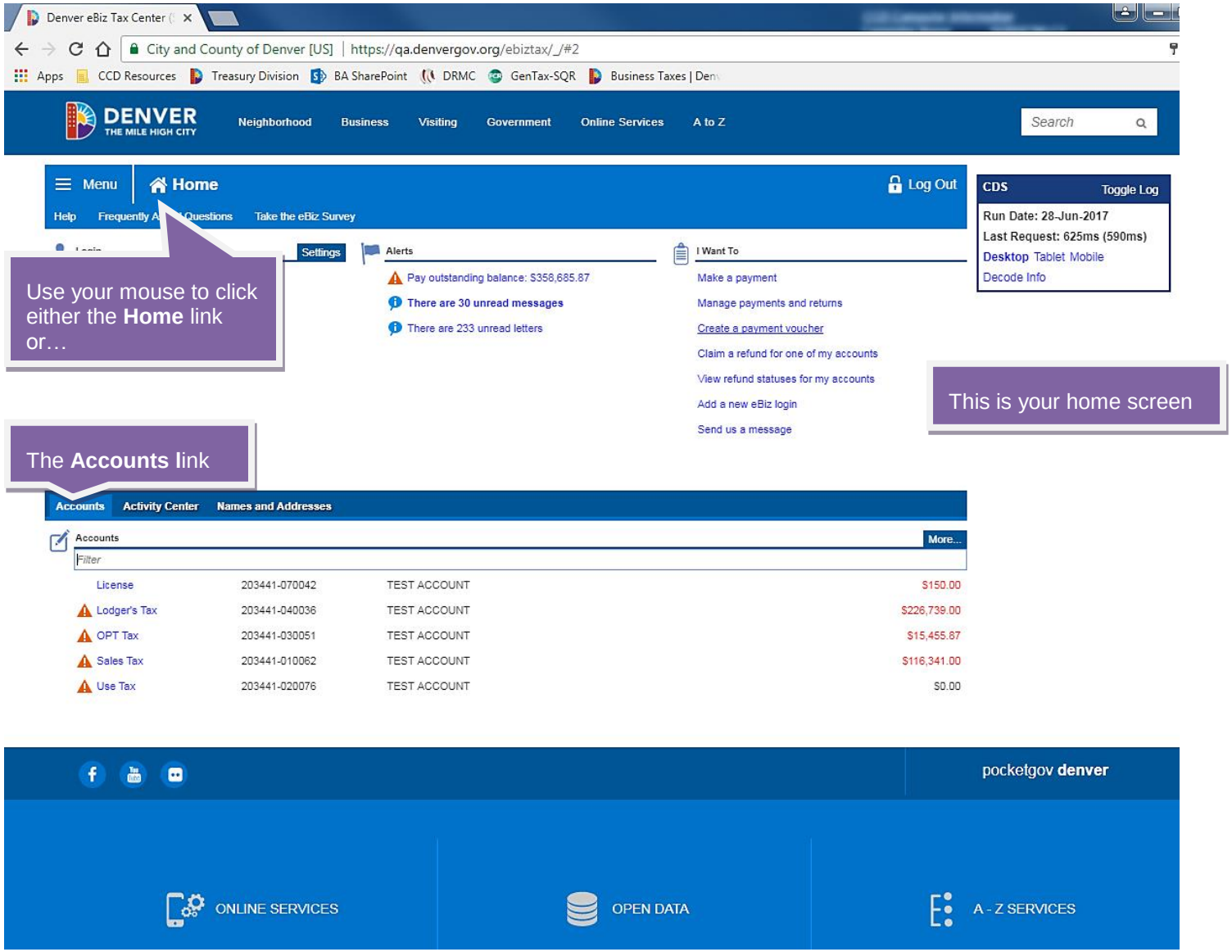
Denver Treasury Division

This handout gives step-by-step instructions on how to file a sales tax return in Denver's eBiz Tax Center.

6/30/2017

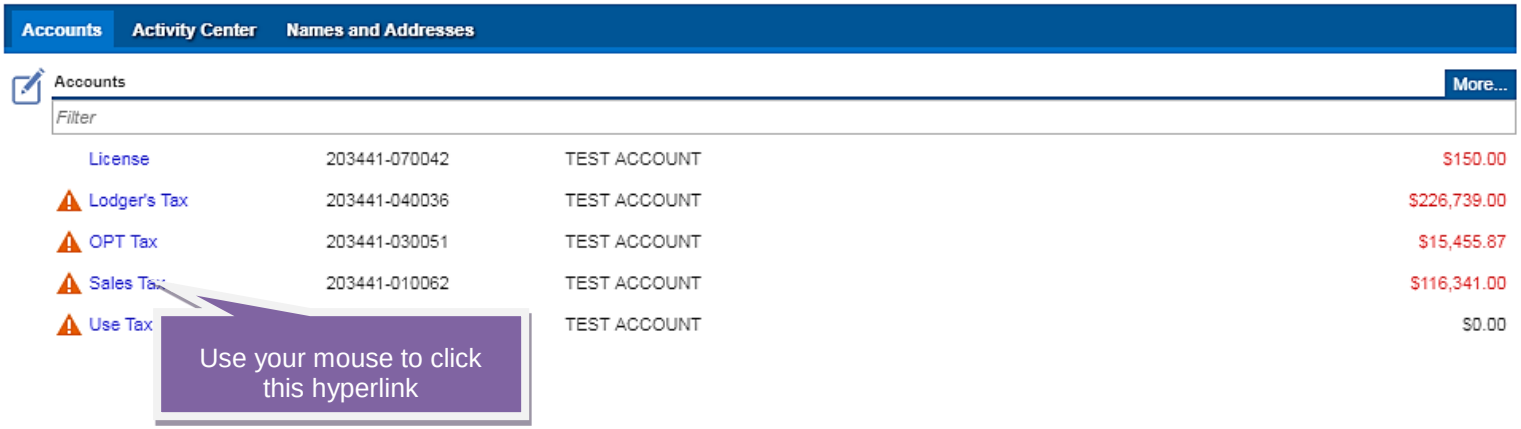
Step 1: Navigate to your home screen

To file a return, first navigate to your home screen. After logging into eBiz Tax you will be directed to your home screen. You can also click the **Home** link next to the *Menu* title bar.



Step 2: Select the sales tax account

Click the hyperlink for the sales tax account.



Step 3: View the 'Attention Needed' tab

You are now viewing the sales tax account detail screen. Here you will see all the items requiring you to either file a return and/or pay the balance on a return. If the return has been processed by Treasury, but not yet paid, you will see a 'View Return' hyperlink. There will also be a 'Pay' hyperlink and a message that says, 'Make a Payment.'

TEST ACCOUNT
203441

Sales Tax
203441-010062
Balance: $116,341.00

There are 30 unread messages
There are 38 unread letters
This account is receiving paper returns

Create a payment voucher
Manage payments and returns
Claim a refund for this account
View refund statuses for this account

Recent Periods | Activity Center | Names and Addresses | Logins

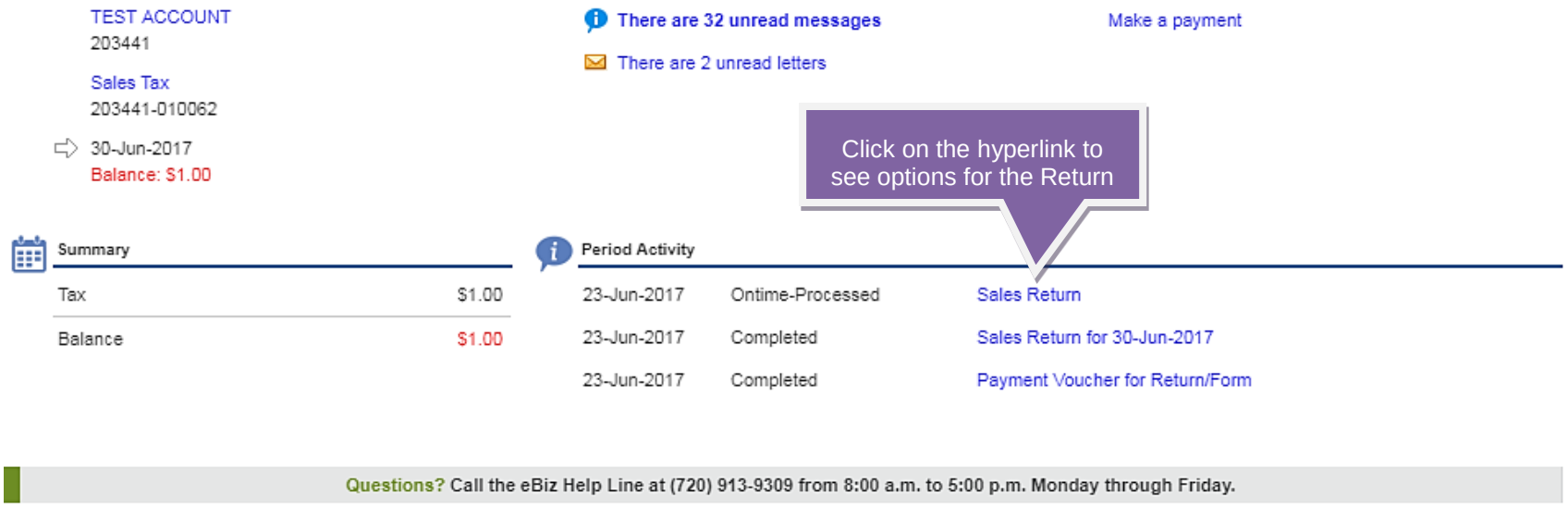
Recent Periods — More...

30-Jun-2017	$1.00	Ontime-Processed	Make Payment
31-May-2017	$424.00	Late-Processed	Make Payment
30-Apr-2017	$4,607.00	Estimated	File Return
31-Mar-2017	$4,646.00	Estimated	File Return
28-Feb-2017	$4,685.00	Estimated	File Return
31-Jan-2017	$4,725.00	Estimated	File Return
31-Dec-2016	$4,764.00	Estimated	File Return
30-Nov-2016	$4,804.00	Estimated	File Return
31-Oct-2016	$4,843.00	Estimated	File Return
30-Sep-2016	$4,882.00	Estimated	File Return
31-Aug-2016	$4,922.00	Estimated	File Return
31-Jul-2016	$4,961.00	Estimated	File Return

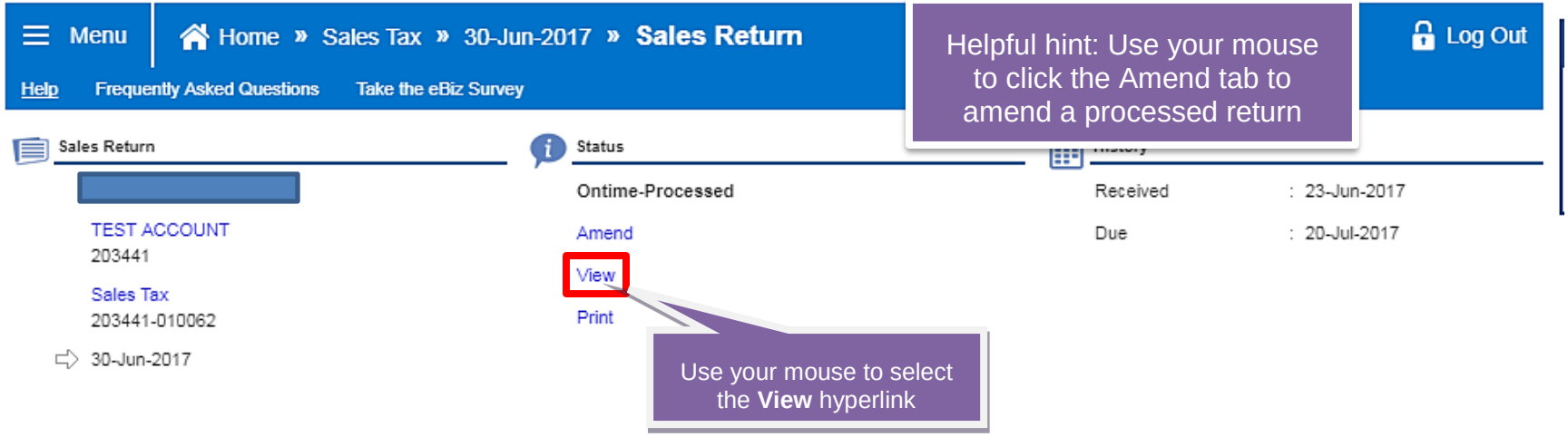
13 more periods need attention

Questions? Call the eBiz Help Line at (720) 913-9309 from 8:00 a.m. to 5:00 p.m. Monday through Friday.

If you click the ‘Sales Return’ hyperlink a copy of the processed return will appear on the next screen.



If you click on the ‘View” hyperlink a copy of the processed return will appear on the next screen.



Denver eBiz Tax Center

City and County of Denver [US] | https://qa.denvergov.org/ebiztax/_/#43

Apps | CCD Resources | Treasury Division | BA SharePoint | DRMC | GenTax-SQR | Business Taxes | Den

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Menu | Home » Sales Tax » 30-Jun-2017 » Sales Return » View | Log Out

Help | Frequently Asked Questions | Take the eBiz Survey

CDS | Toggle Log

Run Date: 28-Jun-2017

Last Request: 390ms (369ms)

Desktop Tablet Mobile

Decode Info

Click here to watch a video on how to change or amend your return in Denver's eBiz Tax Center.

Return | Net Taxable Sales Breakdown | Schedule B | Instructions

Sales/Use Return

Due Date: 20-Jul-2017 *Period: 30-Jun-2017*

These fields cannot be amended on this screen

1	**Gross Sales and Services** (Total receipts from City activity must be reported and accounted for in every return including sales, rentals, leases, online sales and all services both taxable and non-taxable)	25.00
2	**A.** Add: Bad debts collected that were previously deducted in prior periods	0.00
	B. Enter the Total of Lines 1 & 2A	25.00
3	**A.** Non-Taxable services or labor	0.00
	B. Sales to other licensed dealers for the purpose of taxable resale	0.00
	C. Sales of goods shipped or delivered outside City and/or State	0.00
	D. Bad debts (open accounts sales on which DENVER tax was previously paid)	0.00
	E. Trade-ins for taxable resale	0.00
	F. Sales of gasoline and cigarettes	0.00
	G. Exempt sales to governmental and charitable organizations	10.00
	H. Returned goods (on which DENVER tax was previously paid)	0.00
	I. Sales of exempt prescription drugs	0.00
	J. Sales of exempt groceries	0.00
	K. Sales of Aviation / Railway Fuel (Put gallons sold on Line 5A below)	0.00
	L. Other deductions	0.00
	M. Total deductions (Total of Lines 3A thru 3L)	10.00
4	Net Taxable Sales & Services (Line 2B minus Line 3M)	15.00
5	Total Sales Tax for Net Taxables (Please click this link to enter Tax Rate)	1.00
6	Add excess tax collected from customers	0.00
7	Subtotal of tax (Add Lines 5 and Line 6)	1.00
8	Consumer Use Tax Line 6 from Schedule B (Please click this link for Consumer Use Tax)	0.00
9	**Tax Due (Add Lines 7 and 8)**	1.00

To return to the sales tax account detail screen use your mouse to click **Sales Tax**

Menu | Home » Sales Tax » 30-Jun-2017 » Sales Return » **View** | Log Out

Help | Frequently Asked Questions | Take the eBiz Survey

CDS | Toggle Log
Run Date: 29-Jun-2017
Last Request: 173ms (153ms)
Desktop Tablet Mobile
Decode Info

Click here to watch a video on how to change or amend your return in Denver's eBiz Tax Center.

Return | Net Taxable Sales Breakdown | Schedule B | Instructions

Sales/Use Return

Due Date: 20-Jul-2017 ***Period: 30-Jun-2017***

1	**Gross Sales and Services** (Total receipts from City activity must be reported and accounted for in every return including sales, rentals, leases, online sales and all services both taxable and non-taxable)	25.00
2	**A.** Add: Bad debts collected that were previously deducted in prior periods	0.00
	B. Enter the Total of Lines 1 & 2A	**25.00**
3	**A.** Non-Taxable services or labor	0.00
	B. Sales to other licensed dealers for the purpose of taxable resale	0.00
	C. Sales of goods shipped or delivered outside City and/or State	0.00
	D. Bad debts (open accounts sales on which DENVER tax was previously paid)	0.00
	E. Trade-ins for taxable resale	0.00
	F. Sales of gasoline and cigarettes	0.00
	G. Exempt sales to governmental and charitable organizations	10.00
	H. Returned goods (on which DENVER tax was previously paid)	0.00
	I. Sales of exempt prescription drugs	0.00
	J. Sales of exempt groceries	0.00
	K. Sales of Aviation / Railway Fuel (Put gallons sold on Line 5A below)	0.00
	L. Other deductions	0.00
	M. Total deductions (Total of Lines 3A thru 3L)	**10.00**
4	Net Taxable Sales & Services (Line 2B minus Line 3M)	**15.00**
5	Total Sales Tax for Net Taxables (Please click this link to enter Tax Rate)	1.00
6	Add excess tax collected from customers	0.00
7	Subtotal of tax (Add Lines 5 and Line 6)	**1.00**
8	Consumer Use Tax Line 6 from Schedule B (Please click this link for Consumer Use Tax)	0.00

Returns that still need to be filed are indicated by the ‘File Return’ hyperlink, there will also be a ‘Make Payment’ hyperlink.

Recent Periods | Activity Center | Names and Addresses | Logins

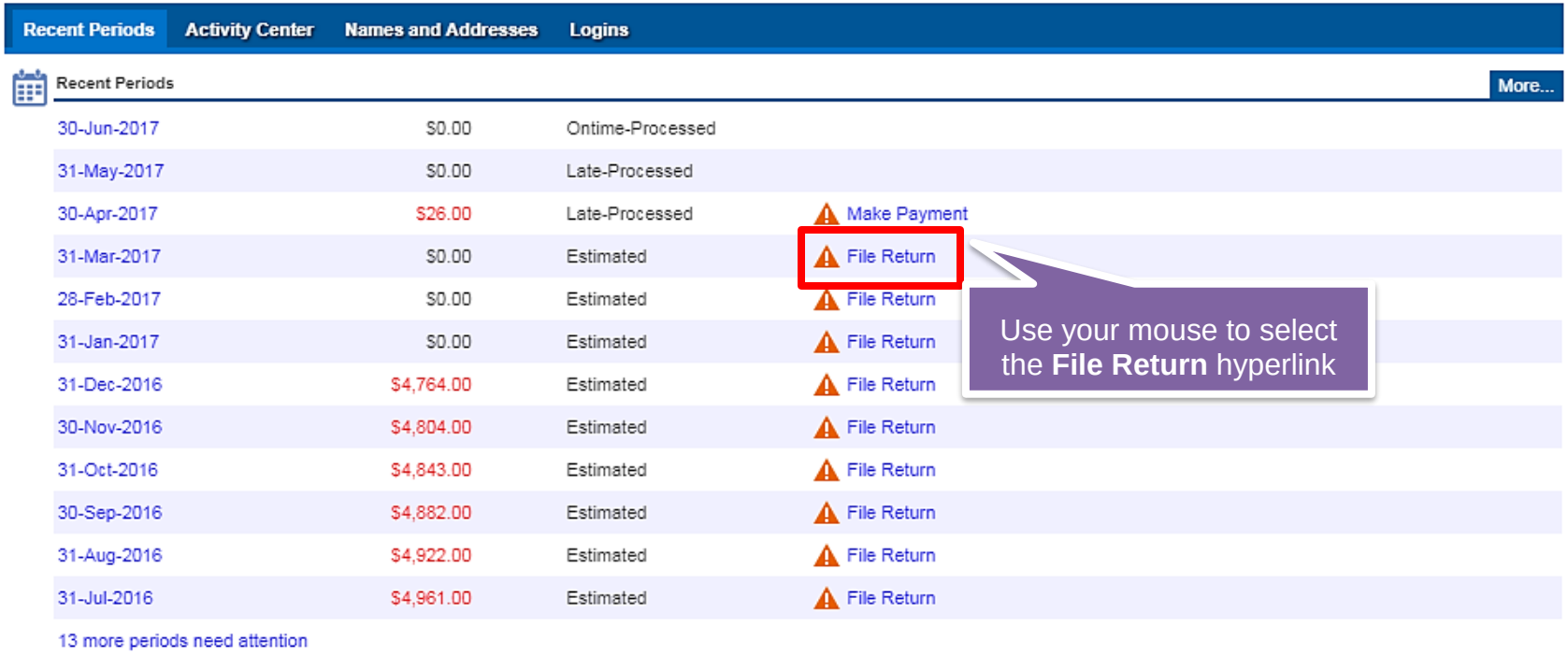
Recent Periods More...

30-Jun-2017	$0.00	Ontime-Processed	
31-May-2017	$0.00	Late-Processed	
30-Apr-2017	$26.00	Late-Processed	Make Payment
31-Mar-2017	$0.00	Estimated	File Return
28-Feb-2017	$0.00	Estimated	File Return
31-Jan-2017	$0.00	Estimated	File Return
31-Dec-2016	$4,764.00	Estimated	File Return
30-Nov-2016	$4,804.00	Estimated	File Return
31-Oct-2016	$4,843.00	Estimated	File Return
30-Sep-2016	$4,882.00	Estimated	File Return
31-Aug-2016	$4,922.00	Estimated	File Return
31-Jul-2016	$4,961.00	Estimated	File Return

13 more periods need attention

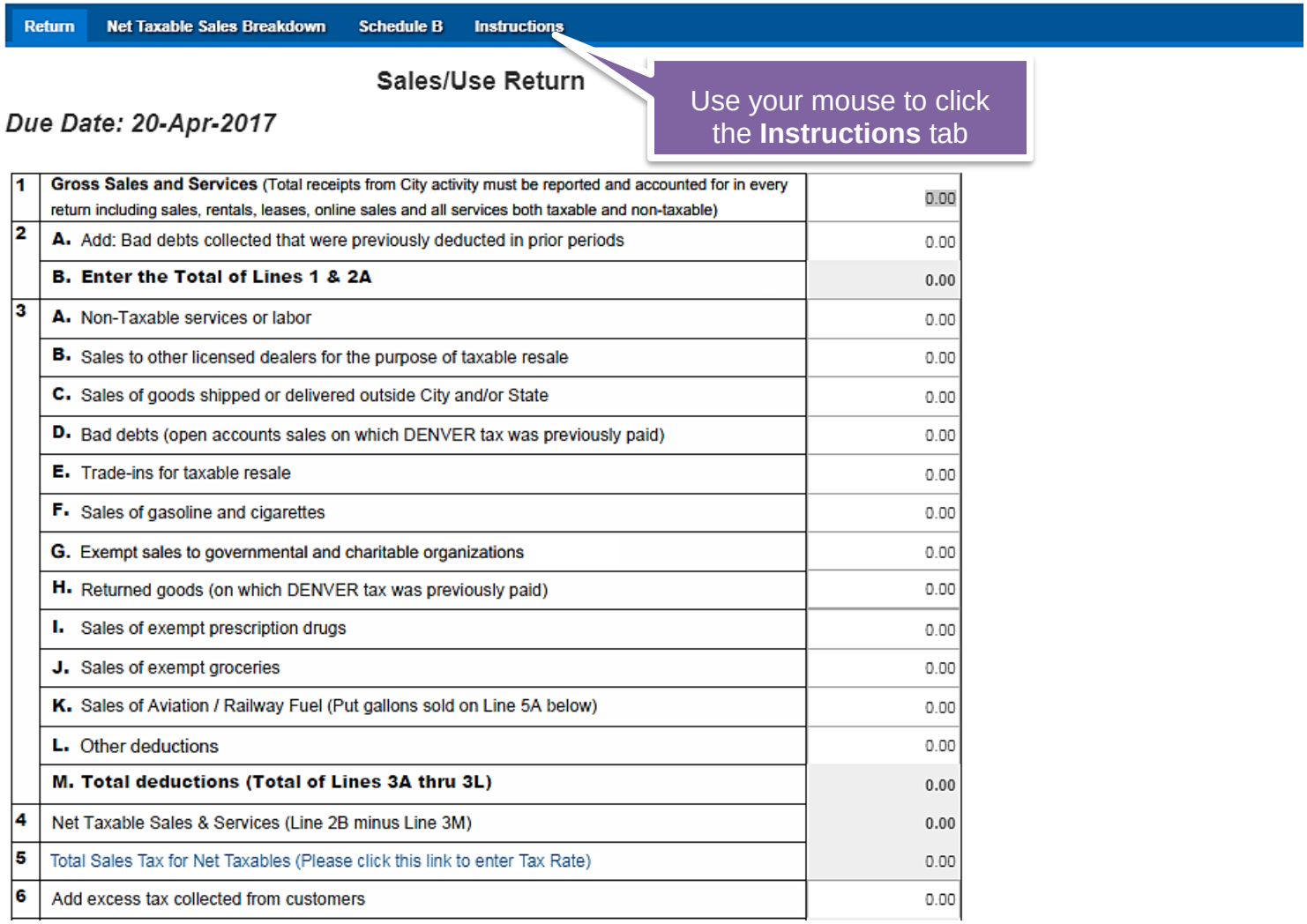
Step 4: Click the return you want to file

Click the **File Return** hyperlink for the period for which you want to file a return. The sales return for the period selected displays on the next screen.



Step 5: Click the 'Instructions' tab

For instructions on how to fill out the return click the **Instructions** tab near the top of the screen.



1	**Gross Sales and Services** (Total receipts from City activity must be reported and accounted for in every return including sales, rentals, leases, online sales and all services both taxable and non-taxable)	0.00
2	**A.** Add: Bad debts collected that were previously deducted in prior periods	0.00
	B. Enter the Total of Lines 1 & 2A	0.00
3	**A.** Non-Taxable services or labor	0.00
	B. Sales to other licensed dealers for the purpose of taxable resale	0.00
	C. Sales of goods shipped or delivered outside City and/or State	0.00
	D. Bad debts (open accounts sales on which DENVER tax was previously paid)	0.00
	E. Trade-ins for taxable resale	0.00
	F. Sales of gasoline and cigarettes	0.00
	G. Exempt sales to governmental and charitable organizations	0.00
	H. Returned goods (on which DENVER tax was previously paid)	0.00
	I. Sales of exempt prescription drugs	0.00
	J. Sales of exempt groceries	0.00
	K. Sales of Aviation / Railway Fuel (Put gallons sold on Line 5A below)	0.00
	L. Other deductions	0.00
	M. Total deductions (Total of Lines 3A thru 3L)	0.00
4	Net Taxable Sales & Services (Line 2B minus Line 3M)	0.00
5	Total Sales Tax for Net Taxables (Please click this link to enter Tax Rate)	0.00
6	Add excess tax collected from customers	0.00

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Menu | Home » Sales Tax » **Sales Return** | Log Out

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Attachments | Add

Return | Net Taxable Sales Breakdown | Schedule B | Instructions

Use your mouse to click the **Return** tab

All entries on ... tax return must be rounded to the nearest dollar. You will still collect and keep track of exact amounts of sales tax ... ces to buyers must reflect actual tax amounts. It is only when you fill out the return th ... orting. Round amounts under 50 cents down to 0 (zero) cents. Increase amounts from 50 ...

If you nee ... l out this return, please contact the City of Denver Taxpayer Service at (720) 913-9400 or please visit our website at www.denvergov.org/treasury.

INSTRUCTIONS - SCHEDULE A - SALES TAX

Sales tax is imposed on the purchase price paid or charged on retail sales of tangible personal property, products, and certain services. Taxable services include, but are not limited to, the sale or furnishing of telephone and certain telecommunications services, electricity, steam and natural gas for energy producing purposes, informational and entertainment services. Sales tax returns and payment are due on the 20th of the month following the taxable period.

Line 1	Enter total receipts from all sales and services both taxable and non-taxable. Please be sure to include any online sales.
Line 2A	Enter bad debts collected during the period which were previously deducted on Line 3D in prior periods.
Line 2B	Enter the total of Lines 1 and 2A.
Line 3A	Enter receipts from non-taxable services or labor.
Line 3B	Enter sales to other licensed dealers for resale.
Line 3C	Enter sales of goods shipped or delivered outside of Denver to a non-resident. Note: Delivery must have been made by company vehicle, common carrier, or by mail.
Line 3D	Enter unsecured bad debts from open accounts written off during the period. Enter only those bad debts upon which Denver tax was previously remitted. Note: Bad debts are not deductible if returns are filed on a cash basis, or, if the seller retains title to the merchandise as collateral.
Line 3E	Enter the amount allowed customers for trade-ins during the period. Note: This deduction is allowed only if the exchanged property will be resold at retail by the taxpayer.
Line 3F	Enter receipts from sales of gasoline and cigarettes.
Line 3G	Enter receipts from sales to charitable or governmental organizations which are exempt from Denver tax.
Line 3H	Enter the sales amount of any goods returned during the period on which Denver tax was previously remitted.
Line 3I	Enter receipts from sales of prescription medicines.
Line 3J	Enter receipts from sales of exempt grocery foods.
Line 3K	Denver sales tax is due on the amount of GALLONS of Aviation/Railway fuel sold, not the dollar amount. Enter the portion of Line 1 that represents the gross sales amount of Aviation/Railway fuel on Line 3K. Then enter the gallons of Aviation/Railway fuel sold on line 5A.
Line 3L	Enter other deductions
Line 3M	Enter the total of Lines 3A thru 3L.
Line 4	Enter the difference between Lines 2B and 3M.
Line 5A	Enter the number of gallons for Aviation and Railway fuel sold and multiply by 4 (four) cents per gallon.
Line 5B	Enter receipts from short term (30 days or less) automotive vehicle rentals and multiply by 7.25%.
Line 5C	Enter receipts from sale of retail marijuana and multiply by 7.15%. **NOTE: This tax rate includes the standard 3.65% sales tax rate, plus the special 3.5% tax rate for retail marijuana. Sec 53-27(a), Sec 53.85(a)**
Line 5D	Enter receipts from sale of taxable food and beverages at Sec. 53-26(8) and multiply by 4.0%.
Line 5E	Subtract Lines 5B, 5C & 5D from Line 4, enter the difference, and multiply by 3.65%.
Line 5F	Enter the total sales tax computed on Lines 5A thru 5E.
Line 6	Enter the amount, if any, of Denver tax collected from customers in excess of the amount on Line 5F.
Line 7	Enter the totals of Lines 5F and 6.
Line 8	Enter the total consumer use tax from Line 6 Schedule B-City Use Tax.
Line 9	Enter the total of Lines 7 and 8.
Line 10A	If your return is filed after the due date, enter 15% of Line 9, or $25.00, whichever is greater. Note: Any return not received by the due date will be considered late.
Line 10B	If your return is filed after the due date, enter 1% of Line 9 for every month past due. Interest accrues at 1% of the tax amount beginning on the 1st day after the due date and adds an additional 1% on the 21st day of each subsequent month.
Line 11	Enter the totals of Lines 9, 10A and 10B.
Line 12	Enter any credits claimed. Attach a detailed explanation including the reason and methods of computation.
Line 13	Enter the difference between Lines 11 and 12. Include with your return a check or money order payable to the Manager of Finance.

INSTRUCTIONS - SCHEDULE B - CITY USE TAX

Consumer Use Tax is imposed upon the privilege of using, storing, distributing or otherwise consuming purchased, rented or leased, unless specifically exempt, when Denver's sales tax has not been paid on that purchase. If goods have been purchased tax free, such as supplies, fixtures, furniture, equipment, etc., for personal or business use or ... o include any goods drawn from inventory for personal or business use.

https://www.denvergov.org

Step 6: Verify the period

Once the return displays, be sure it is in fact for the period you want. The filing period displays in the top right of the return. You cannot change the period directly on the return. If you selected the wrong period by accident you will have to navigate back to the tax detail screen as shown in the previous steps.

Return | Net Taxable Sales Breakdown | Schedule B | Instructions

Sales/Use Return

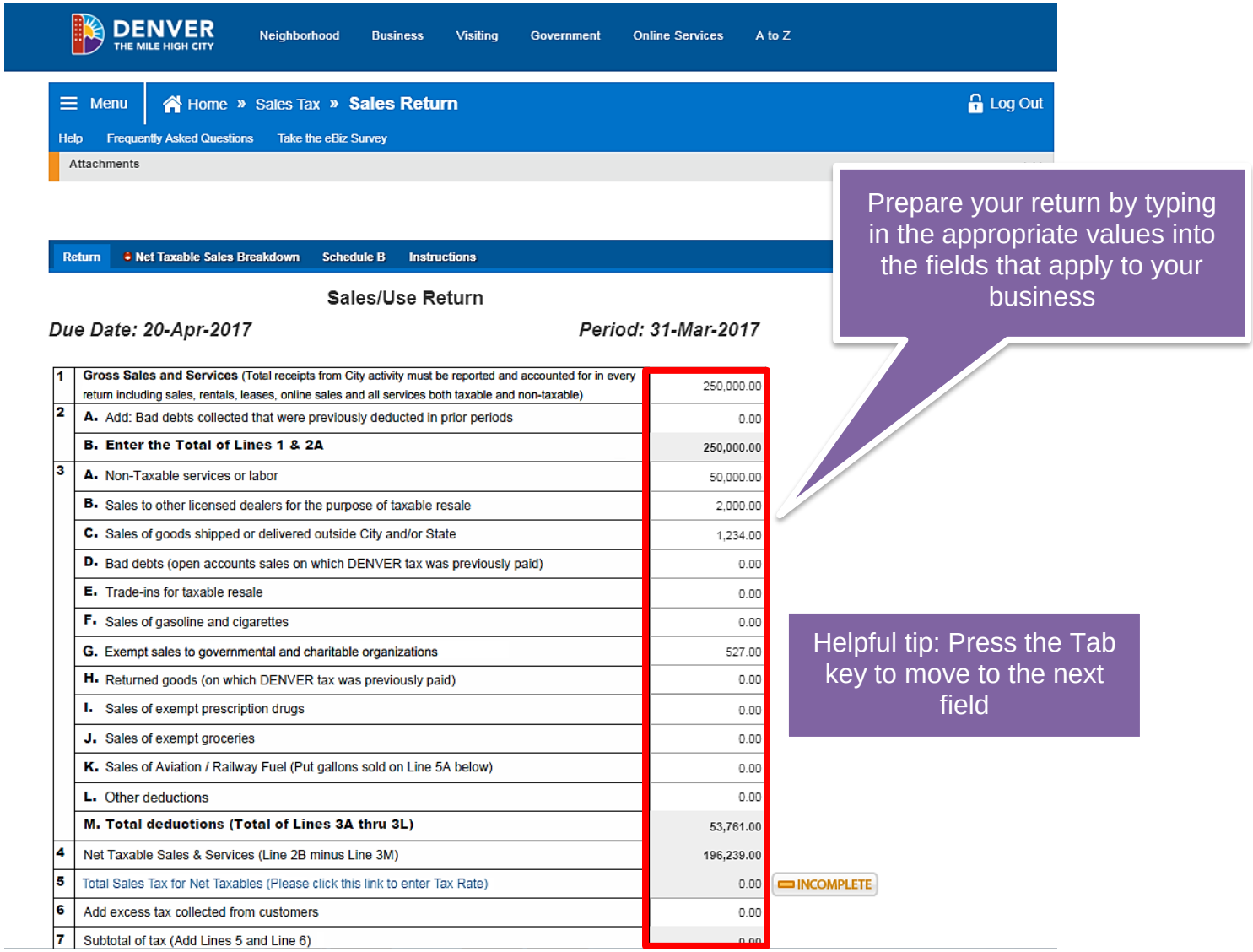
Due Date: 20-Apr-2017 *Period: 31-Mar-2017*

1	**Gross Sales and Services** (Total receipts from City activity must be reported and accounted for in every return including sales, rentals, leases, online sales and all services both taxable and non-taxable)	0.00
2	**A.** Add: Bad debts collected that were previously deducted in prior periods	0.00
	B. Enter the Total of Lines 1 & 2A	0.00
3	**A.** Non-Taxable services or labor	0.00
	B. Sales to other licensed dealers for the purpose of taxable resale	0.00
	C. Sales of goods shipped or delivered outside City and/or State	0.00
	D. Bad debts (open accounts sales on which DENVER tax was previously paid)	0.00
	E. Trade-ins for taxable resale	0.00
	F. Sales of gasoline and cigarettes	0.00
	G. Exempt sales to governmental and charitable organizations	0.00
	H. Returned goods (on which DENVER tax was previously paid)	0.00
	I. Sales of exempt prescription drugs	0.00
	J. Sales of exempt groceries	0.00
	K. Sales of Aviation / Railway Fuel (Put gallons sold on Line 5A below)	0.00
	L. Other deductions	0.00
	M. Total deductions (Total of Lines 3A thru 3L)	0.00
4	Net Taxable Sales & Services (Line 2B minus Line 3M)	0.00
5	Total Sales Tax for Net Taxables (Please click this link to enter Tax Rate)	0.00
6	Add excess tax collected from customers	0.00
7	Subtotal of tax (Add Lines 5 and Line 6)	0.00
8	Consumer Use Tax Line 6 from Schedule B (Please click this link for Consumer Use Tax)	0.00
9	**Tax Due (Add Lines 7 and 8)**	0.00

Make sure you re filing for the period you want you cannot change these fields

Step 7: Type figures into the return

To file a return, complete the appropriate fields as necessary by typing in the values. Figures will automatically be rounded to the nearest whole dollar.



Step 8: Enter tax rate(s)

Complete line 5 by clicking the hyperlink or the 'Incomplete' flag.

Sales/Use Return

Due Date: 20-Apr-2017 *Period: 31-Mar-2017*

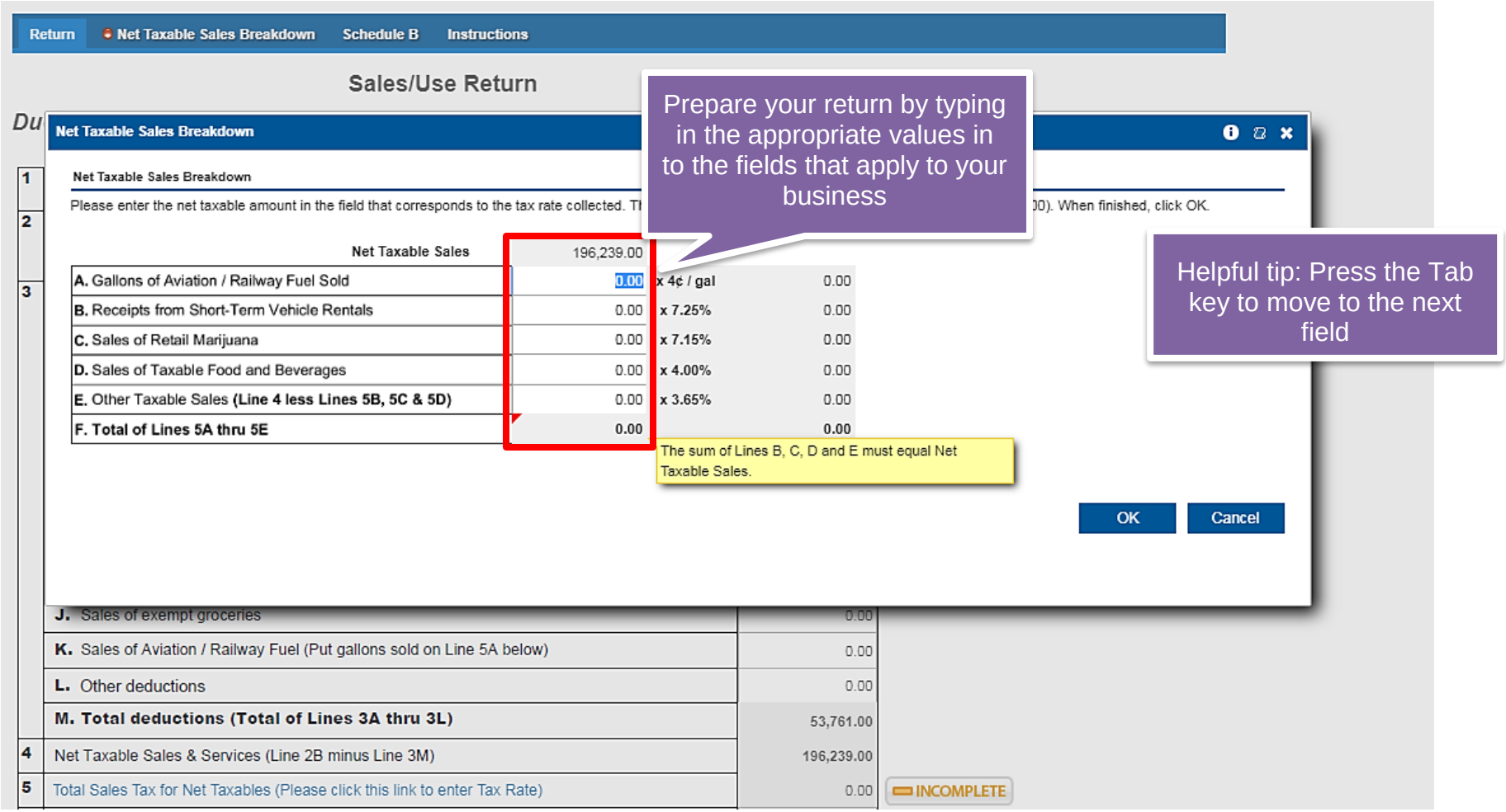
1	**Gross Sales and Services** (Total receipts from City activity must be reported and accounted for in every return including sales, rentals, leases, online sales and all services both taxable and non-taxable)	250,000.00
2	**A.** Add: Bad debts collected that were previously deducted in prior periods	0.00
	B. Enter the Total of Lines 1 & 2A	250,000.00
3	**A.** Non-Taxable services or labor	50,000.00
	B. Sales to other licensed dealers for the purpose of taxable resale	2,000.00
	C. Sales of goods shipped or delivered outside City and/or State	1,234.00
	D. Bad debts (open accounts sales on which DENVER tax was previously paid)	0.00
	E. Trade-ins for taxable resale	0.00
	F. Sales of gasoline and cigarettes	0.00
	G. Exempt sales to governmental and charitable organizations	527.00
	H. Returned goods (on which DENVER tax was previously paid)	0.00
	I. Sales of exempt prescription drugs	0.00
	J. Sales of exempt groceries	0.00
	K. Sales of Aviation / Railway Fuel (Put gallons sold on Line	0.00
	L. Other deductions	0.00
	M. Total deductions (Total of Lines 3A thru 3L)	53,761.00
4	Net Taxable Sales & Services (Line 2B minus Line 3M)	196,239.00
5	Total Sales Tax for Net Taxables (Please click this link to enter Tax Rate)	0.00 INCOMPLETE
6	Add excess tax collected from customers	0.00
7	Subtotal of tax (Add Lines 5 and Line 6)	0.00
8	Consumer Use Tax Line 6 from Schedule B (Please click this link for Consumer Use Tax)	0.00
9	**Tax Due (Add Lines 7 and 8)**	0.00

Complete line 5 by either….

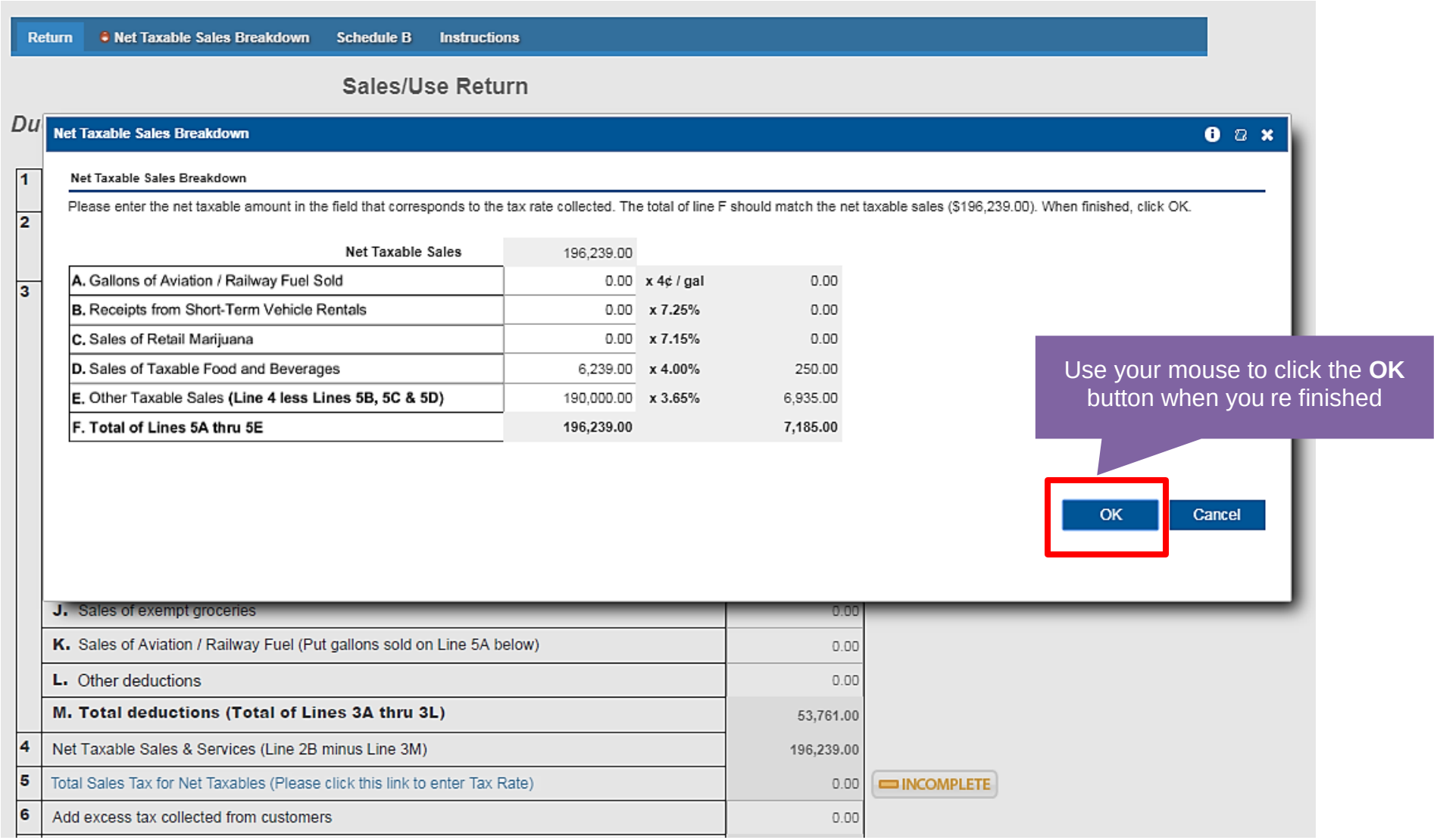
Using your mouse to click this hyperlink or…

Clicking the **Incomplete** warning flag

Complete the appropriate fields as necessary by typing in the values.

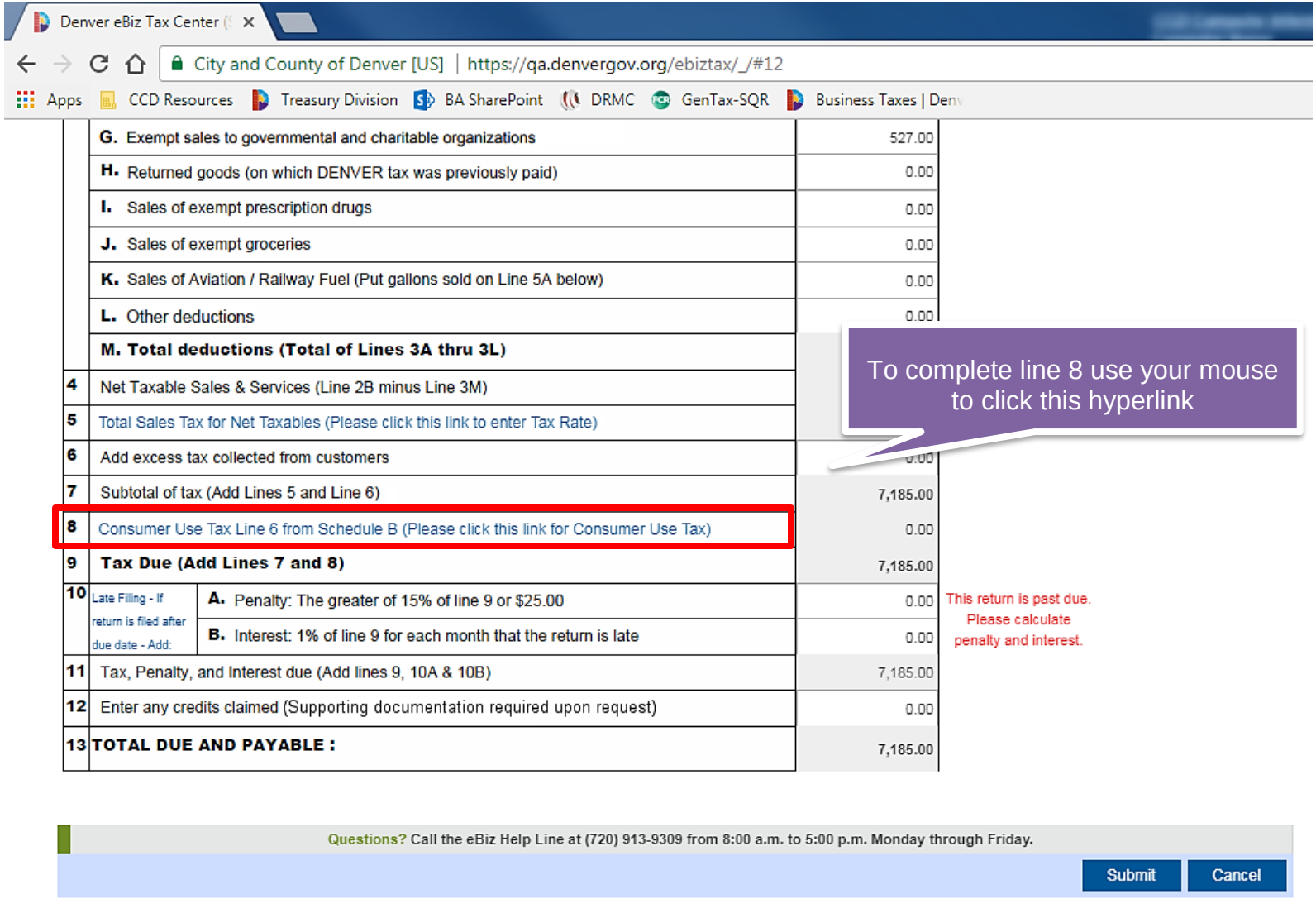


Click the **OK** button to finish completing the return.

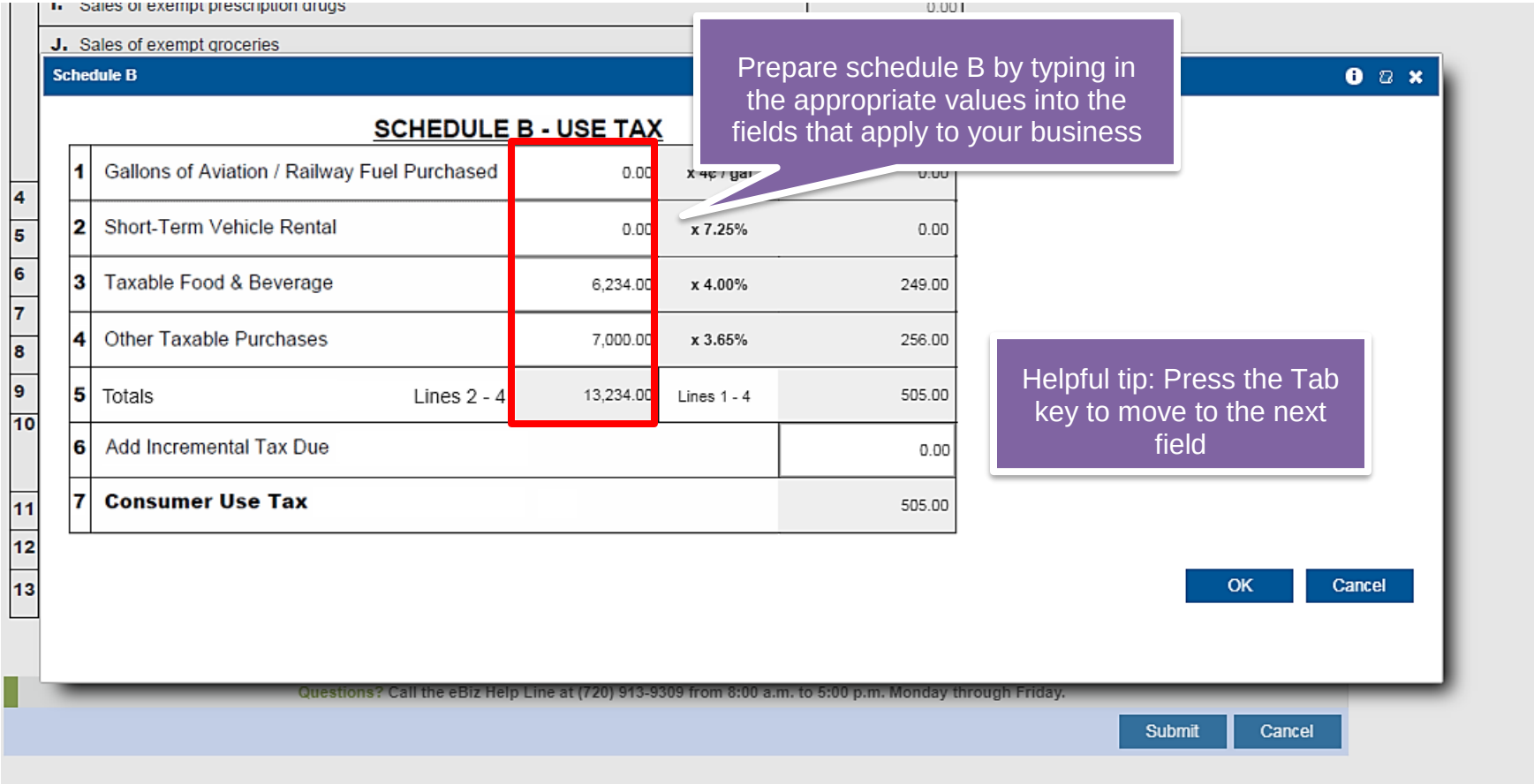


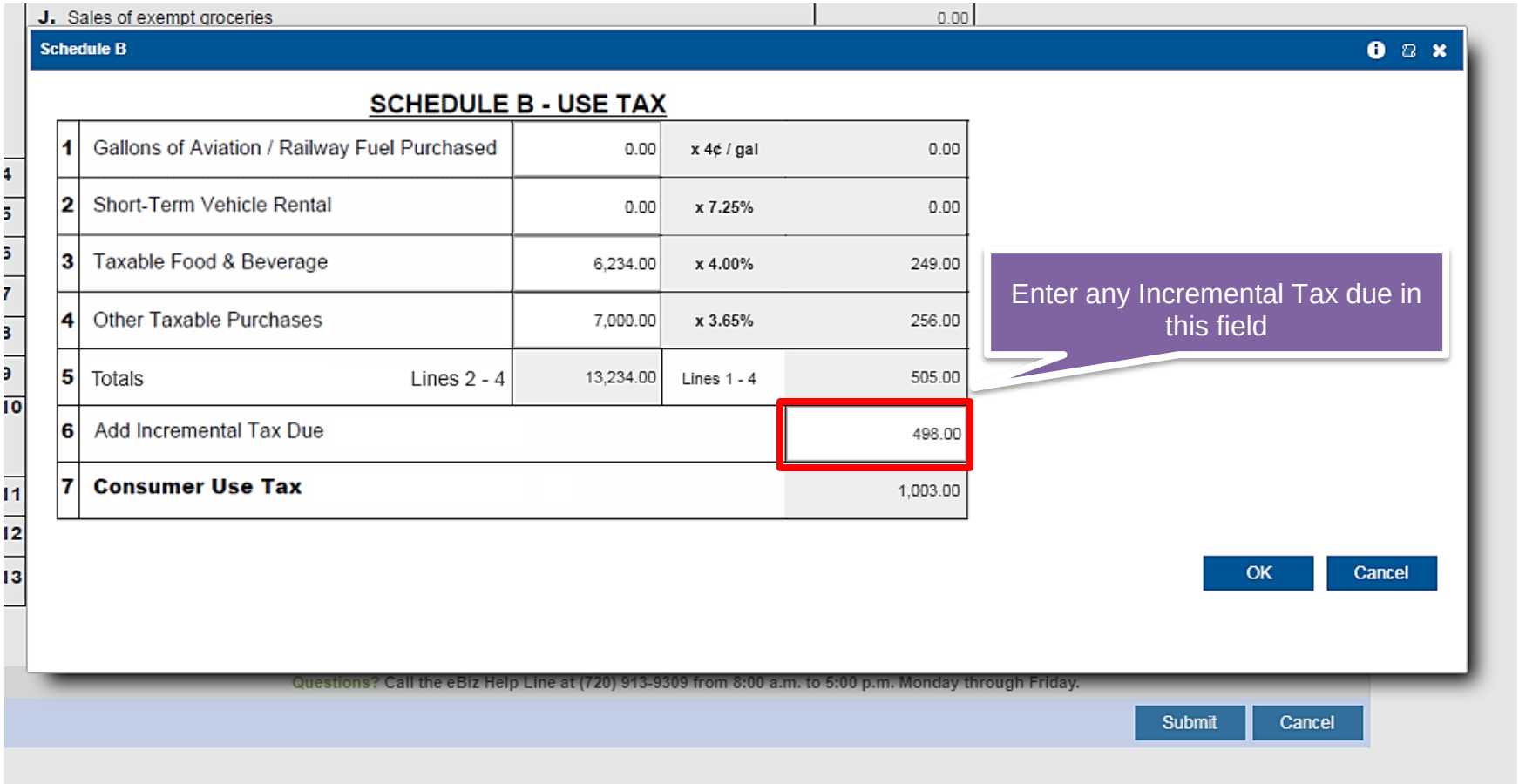
Step 9: Declare any use tax due

Complete line 8 by clicking the hyperlink if applicable for your business.

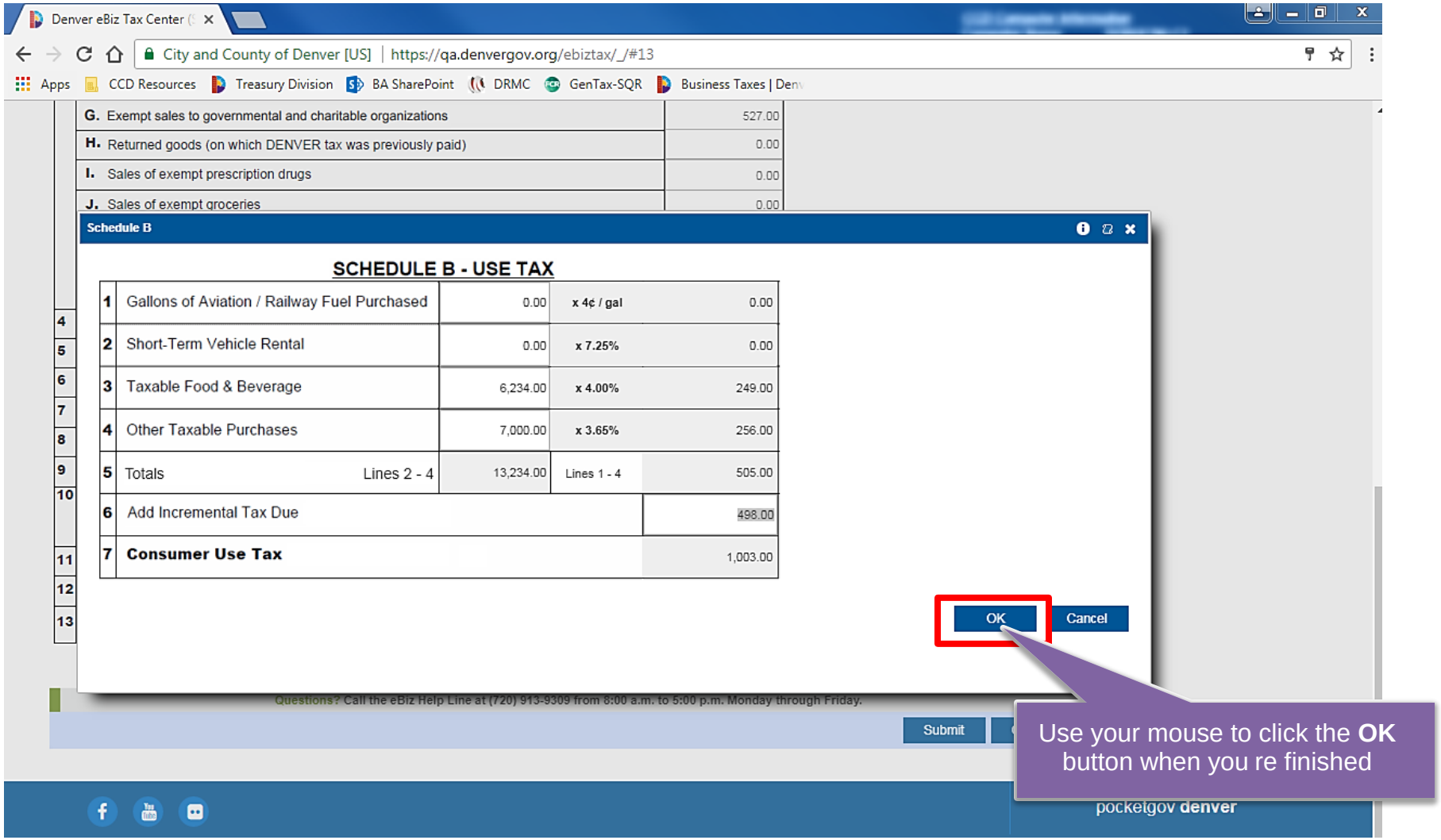


Complete the appropriate fields as necessary by typing in the values.




J. Sales of exempt groceries
0.00
Schedule B
SCHEDULE B - USE TAX
1 Gallons of Aviation / Railway Fuel Purchased 0.00 x 4¢ / gal 0.00
2 Short-Term Vehicle Rental 0.00 x 7.25% 0.00
3 Taxable Food & Beverage 6,234.00 x 4.00% 249.00
4 Other Taxable Purchases 7,000.00 x 3.65% 256.00
5 Totals Lines 2 - 4 13,234.00 Lines 1 - 4 505.00
6 Add Incremental Tax Due 498.00
7 Consumer Use Tax 1,003.00
Enter any Incremental Tax due in this field
OK
Cancel
Questions? Call the eBiz Help Line at (720) 913-9309 from 8:00 a.m. to 5:00 p.m. Monday through Friday.
Submit
Cancel

Click the **OK** button to finish completing the return.



Step 10: Enter any penalties and interest, if applicable

If you're filing your return late enter the correct penalties and interest due. If you are filing your return timely skip to step 11 on page 24.

	G. Exempt sales to governmental and charitable organizations	527.00
	H. Returned goods (on which DENVER tax was previously paid)	0.00
	I. Sales of exempt prescription drugs	0.00
	J. Sales of exempt groceries	0.00
	K. Sales of Aviation / Railway Fuel (Put gallons sold on Line 5A below)	0.00
	L. Other deductions	0.00
	M. Total deductions (Total of Lines 3A thru 3L)	53,761.00
4	Net Taxable Sales & Services (Line 2B minus Line 3M)	196,239.00
5	Total Sales Tax for Net Taxables (Please click this link to enter Tax Rate)	7,185.00
6	Add excess tax collected from customers	0.00
7	Subtotal of tax (Add Lines 5 and Line 6)	7,185.00
8	Consumer Use Tax Line 6 from Schedule B (Please click this link for Consumer Use Tax)	1,003.00
9	**Tax Due (Add Lines 7 and 8)**	8,188.00
10	Late Filing - If return is filed after due date - Add: **A.** Penalty: The greater of 15% of line 9 or $25.00	0.00
	Interest: 1% of line 9 for each month that the return is late	0.00
11	Tax, Penalty, and I ue (Add lines 9, 10A & 10B)	8,188.00
12	Enter any credits claim ing documentation required upon request)	0.00
13	**TOTAL DUE A**	8,188.00

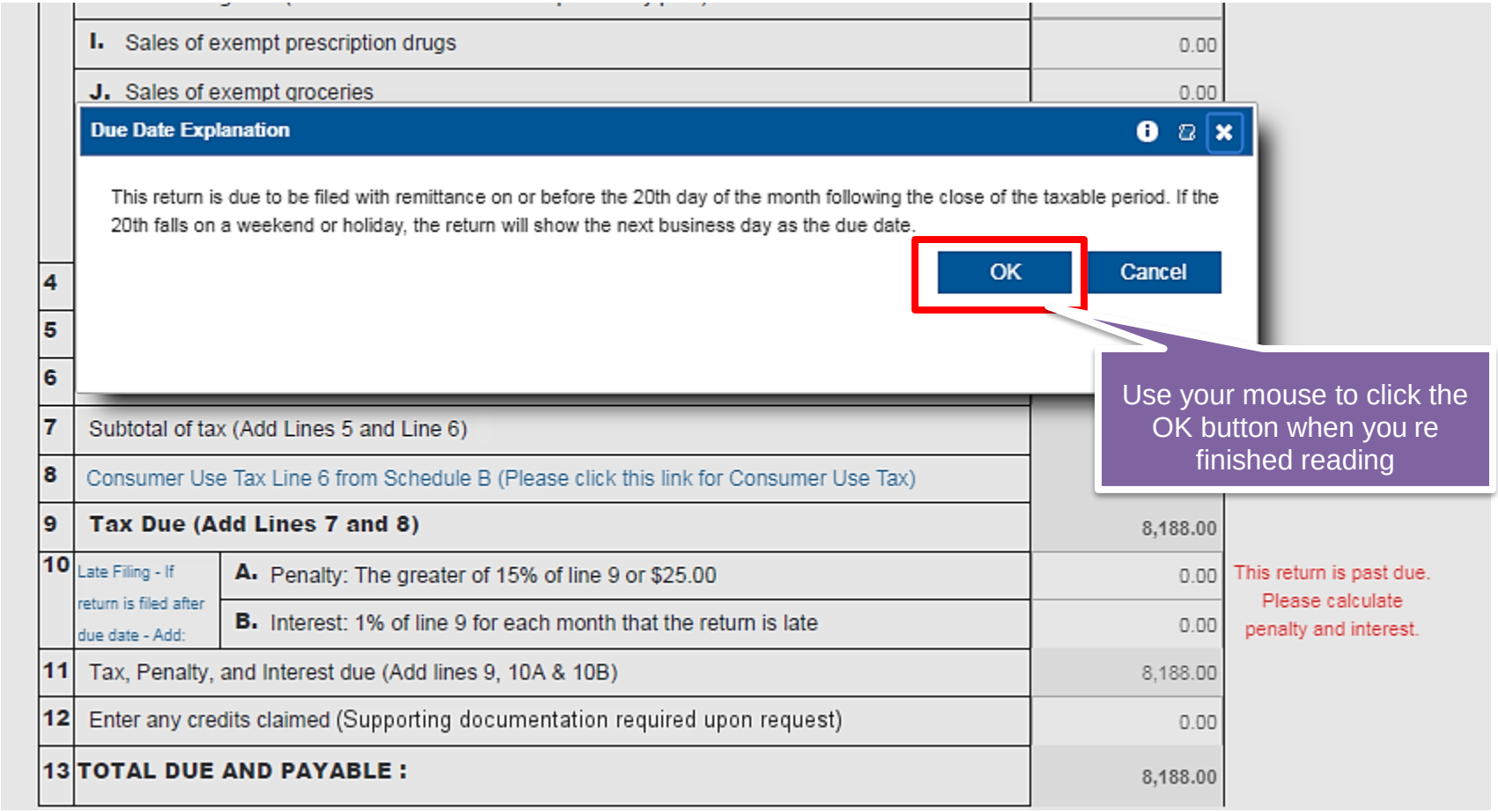
If you see this message your return is late

This return is past due. Please calculate penalty and interest.

Use your mouse to click this hyperlink to read more information about late filing

) 913-9309 from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Submit Cancel


I. Sales of exempt prescription drugs
0.00
J. Sales of exempt groceries
0.00
Due Date Explanation
This return is due to be filed with remittance on or before the 20th day of the month following the close of the taxable period. If the 20th falls on a weekend or holiday, the return will show the next business day as the due date.
OK
Cancel
Use your mouse to click the OK button when you re finished reading
4
5
6
7 Subtotal of tax (Add Lines 5 and Line 6)
8 Consumer Use Tax Line 6 from Schedule B (Please click this link for Consumer Use Tax)
9 Tax Due (Add Lines 7 and 8)
8,188.00
10 Late Filing - If return is filed after due date - Add:
A. Penalty: The greater of 15% of line 9 or $25.00
0.00
B. Interest: 1% of line 9 for each month that the return is late
0.00
This return is past due. Please calculate penalty and interest.
11 Tax, Penalty, and Interest due (Add lines 9, 10A & 10B)
8,188.00
12 Enter any credits claimed (Supporting documentation required upon request)
0.00
13 TOTAL DUE AND PAYABLE :
8,188.00

	E. Trade-ins for taxable resale	0.00
	F. Sales of gasoline and cigarettes	0.00
	G. Exempt sales to governmental and charitable organizations	527.00
	H. Returned goods (on which DENVER tax was previously paid)	0.00
	I. Sales of exempt prescription drugs	0.00
	J. Sales of exempt groceries	0.00
	K. Sales of Aviation / Railway Fuel (Put gallons sold on Line 5A below)	0.00
	L. Other deductions	0.00
	M. Total deductions (Total of Lines 3A thru 3L)	**53,761.00**
4	Net Taxable Sales & Services (Line 2B minus Line 3M)	**196,239.00**
5	Total Sales Tax for Net Taxables (Please click this link to enter Tax Rate)	7,185.00
6	Add excess tax collected from customers	0.00
7	Subtotal of tax (Add Lines 5 and Line 6)	**7,185.00**
8	Consumer Use Tax Line 6 from Schedule B (Please click this link for Consumer Use Tax)	1,003.00
9	**Tax Due (Add Lines 7 and 8)**	**8,188.00**
10	Late Filing - If return is filed after due date - Add: **A.** Penalty: The greater of 15% of line 9 or $25.00	1,228.00
	B. Interest: 1% of line 9 for each month that the return is late	25.00
11	Tax, Penalty, and Interest due (Add lines 9, 10A & 10B)	9,441.00
12	Enter any credits claimed (Supporting documentation required upon request)	0.00
13	**TOTAL DUE AND PAYABLE :**	**9,441.00**

Enter the penalty and interest due on the tax showing on line 9

This return is past due. Please calculate penalty and interest.

Questions? Call the eBiz Help Line at (720) 913-9309 from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Submit Cancel

Step 11: Submitting your return for processing

When you are finished filling in the return and there are no corrections to be made click the **Submit** button at the bottom of the return to file the return.

	B. Enter the Total of Lines 1 & 2A		**250,000.00**
3	**A.** Non-Taxable services or labor		50,000.00
	B. Sales to other licensed dealers for the purpose of taxable resale		2,000.00
	C. Sales of goods shipped or delivered outside City and/or State		1,234.00
	D. Bad debts (open accounts sales on which DENVER tax was previously paid)		0.00
	E. Trade-ins for taxable resale		0.00
	F. Sales of gasoline and cigarettes		0.00
	G. Exempt sales to governmental and charitable organizations		527.00
	H. Returned goods (on which DENVER tax was previously paid)		0.00
	I. Sales of exempt prescription drugs		0.00
	J. Sales of exempt groceries		0.00
	K. Sales of Aviation / Railway Fuel (Put gallons sold on Line 5A below)		0.00
	L. Other deductions		0.00
	M. Total deductions (Total of Lines 3A thru 3L)		**53,761.00**
4	Net Taxable Sales & Services (Line 2B minus Line 3M)		**196,239.00**
5	Total Sales Tax for Net Taxables (Please click this link to enter Tax Rate)		7,185.00
6	Add excess tax collected from customers		0.00
7	Subtotal of tax (Add Lines 5 and Line 6)		**7,185.00**
8	Consumer Use Tax Line 6 from Schedule B (Please click this link for Consumer Use Tax)		1,003.00
9	**Tax Due (Add Lines 7 and 8)**		**8,188.00**
10	Late Filing - If return is filed after due date - Add:	**A.** Penalty: The greater of 15% of line 9 or $25.00	1,228.00
		B. Interest: 1% of line 9 for each month that the return is late	25.00
11	Tax, Penalty, and Interest due (Add lines 9, 10A & 10B)		9,441.00
12	Enter any credits claimed (Supporting documentation required upon request)		0.00
13	**TOTAL DUE AND PAYABLE :**		**9,441.00**

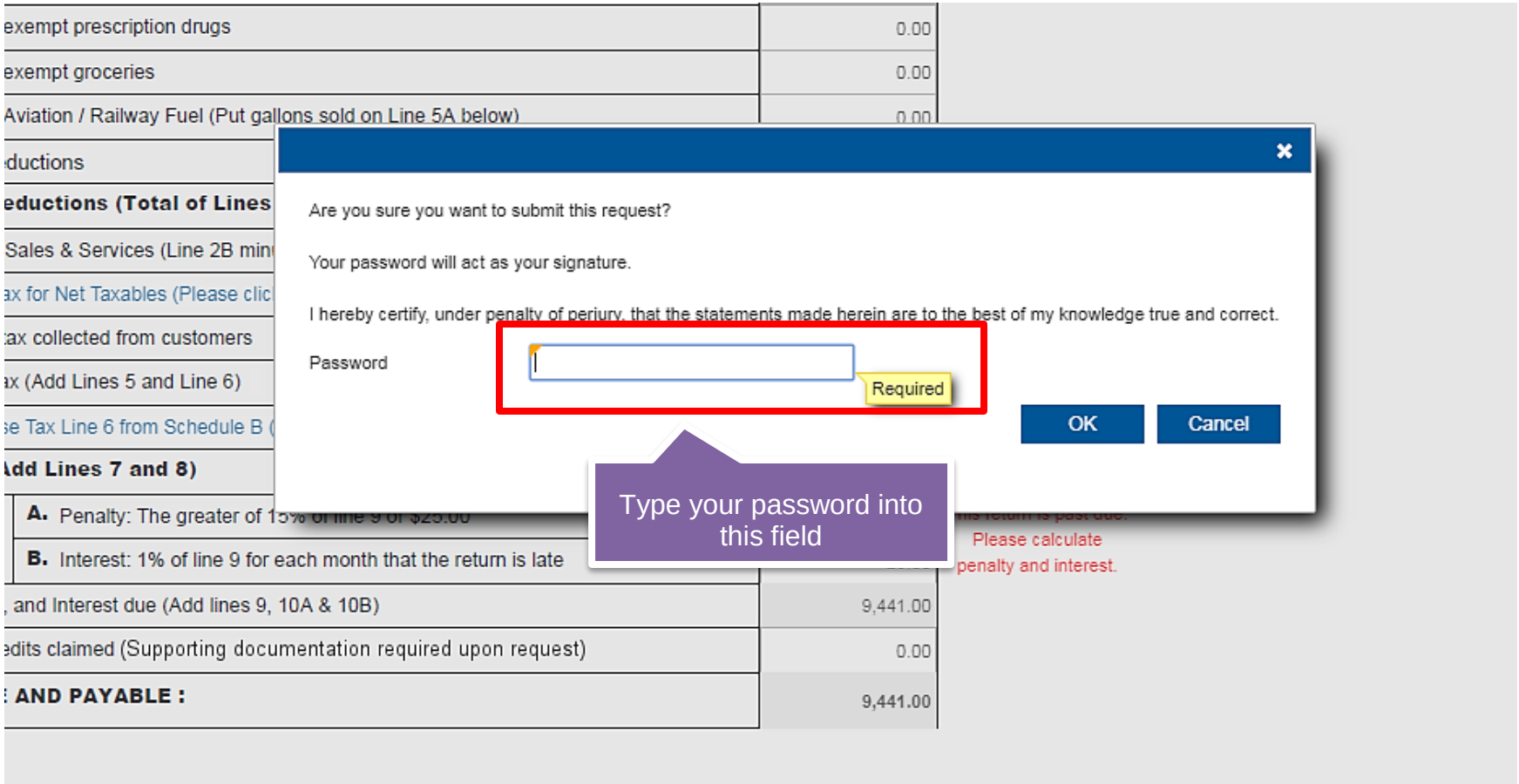
This return is past due. Please calculate penalty and interest.

When you re finished completing your return use your mouse to click the **Submit** button

Questions? Call the eBiz Help Line at (720) 913-9309 from 8:00 a.m. to 5:00 p.m. Monday through Friday.

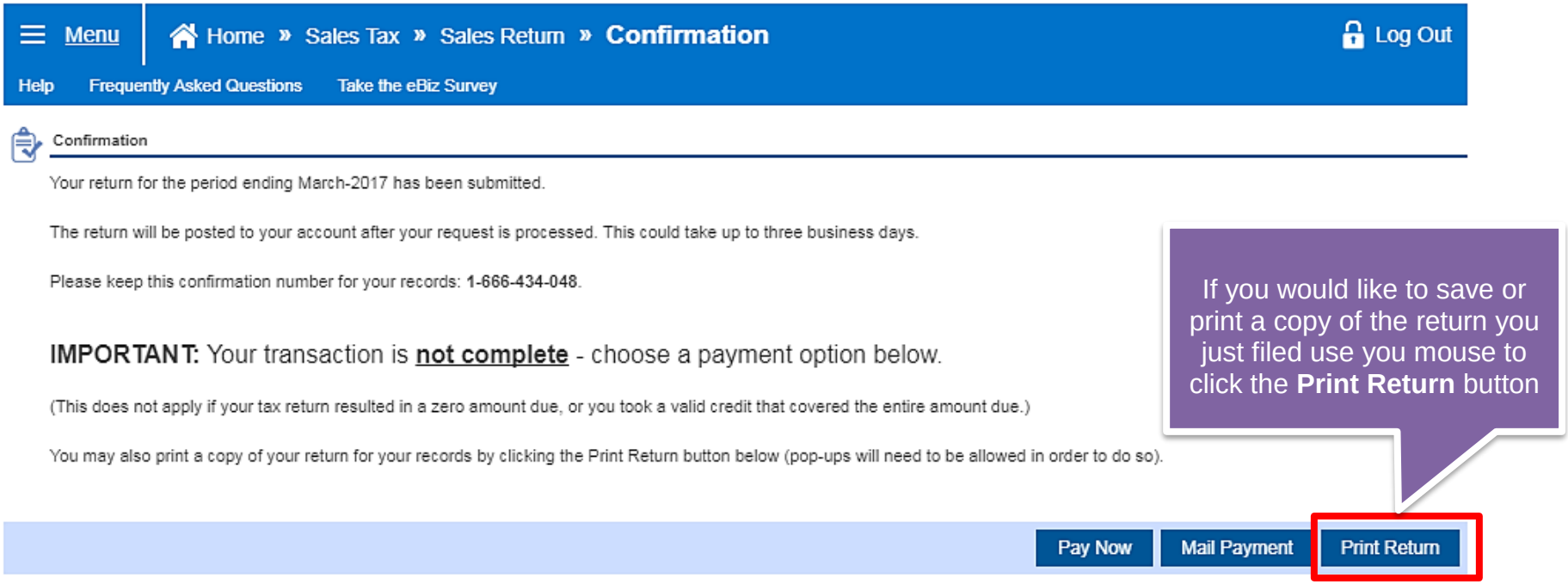
Submit Cancel

Type your password to certify your return. Click the **OK** button to submit the return.



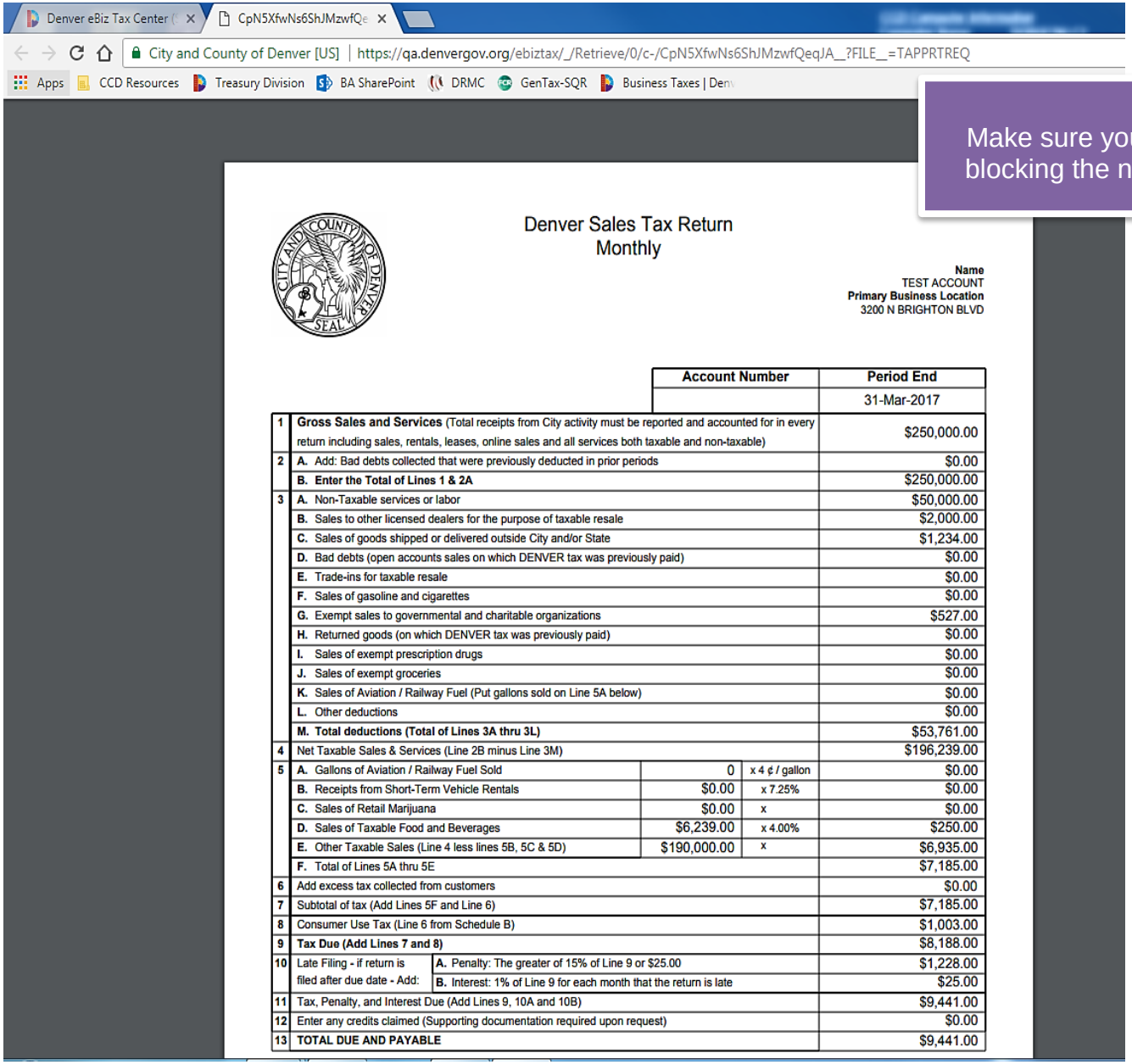
Step 12: Printing and/or saving a copy of the return for your own records

If you would like to print a copy of the return you just submitted, click the **Print Return** button. **DO NOT MAIL A COPY OF THE RETURN TO TREASURY!**



Important: printing a return is for your records only! **DO NOT MAIL** a copy of your return to Denver Treasury!

The return will display either in a new window or internet browser tab.



Denver Sales Tax Return
Monthly

Name
TEST ACCOUNT
Primary Business Location
3200 N BRIGHTON BLVD

Account Number	Period End
	31-Mar-2017

1	**Gross Sales and Services** (Total receipts from City activity must be reported and accounted for in every return including sales, rentals, leases, online sales and all services both taxable and non-taxable)			$250,000.00
2	**A.** Add: Bad debts collected that were previously deducted in prior periods			$0.00
	B. Enter the Total of Lines 1 & 2A			$250,000.00
3	**A.** Non-Taxable services or labor			$50,000.00
	B. Sales to other licensed dealers for the purpose of taxable resale			$2,000.00
	C. Sales of goods shipped or delivered outside City and/or State			$1,234.00
	D. Bad debts (open accounts sales on which DENVER tax was previously paid)			$0.00
	E. Trade-ins for taxable resale			$0.00
	F. Sales of gasoline and cigarettes			$0.00
	G. Exempt sales to governmental and charitable organizations			$527.00
	H. Returned goods (on which DENVER tax was previously paid)			$0.00
	I. Sales of exempt prescription drugs			$0.00
	J. Sales of exempt groceries			$0.00
	K. Sales of Aviation / Railway Fuel (Put gallons sold on Line 5A below)			$0.00
	L. Other deductions			$0.00
	M. Total deductions (Total of Lines 3A thru 3L)			$53,761.00
4	Net Taxable Sales & Services (Line 2B minus Line 3M)			$196,239.00
5	**A.** Gallons of Aviation / Railway Fuel Sold	0	x 4 ¢ / gallon	$0.00
	B. Receipts from Short-Term Vehicle Rentals	$0.00	x 7.25%	$0.00
	C. Sales of Retail Marijuana	$0.00	x	$0.00
	D. Sales of Taxable Food and Beverages	$6,239.00	x 4.00%	$250.00
	E. Other Taxable Sales (Line 4 less lines 5B, 5C & 5D)	$190,000.00	x	$6,935.00
	F. Total of Lines 5A thru 5E			$7,185.00
6	Add excess tax collected from customers			$0.00
7	Subtotal of tax (Add Lines 5F and Line 6)			$7,185.00
8	Consumer Use Tax (Line 6 from Schedule B)			$1,003.00
9	**Tax Due (Add Lines 7 and 8)**			$8,188.00
10	Late Filing - if return is filed after due date - Add:	**A.** Penalty: The greater of 15% of Line 9 or $25.00		$1,228.00
		B. Interest: 1% of Line 9 for each month that the return is late		$25.00
11	Tax, Penalty, and Interest Due (Add Lines 9, 10A and 10B)			$9,441.00
12	Enter any credits claimed (Supporting documentation required upon request)			$0.00
13	**TOTAL DUE AND PAYABLE**			$9,441.00

Make sure your pop up blocker is not blocking the new window/browser tab

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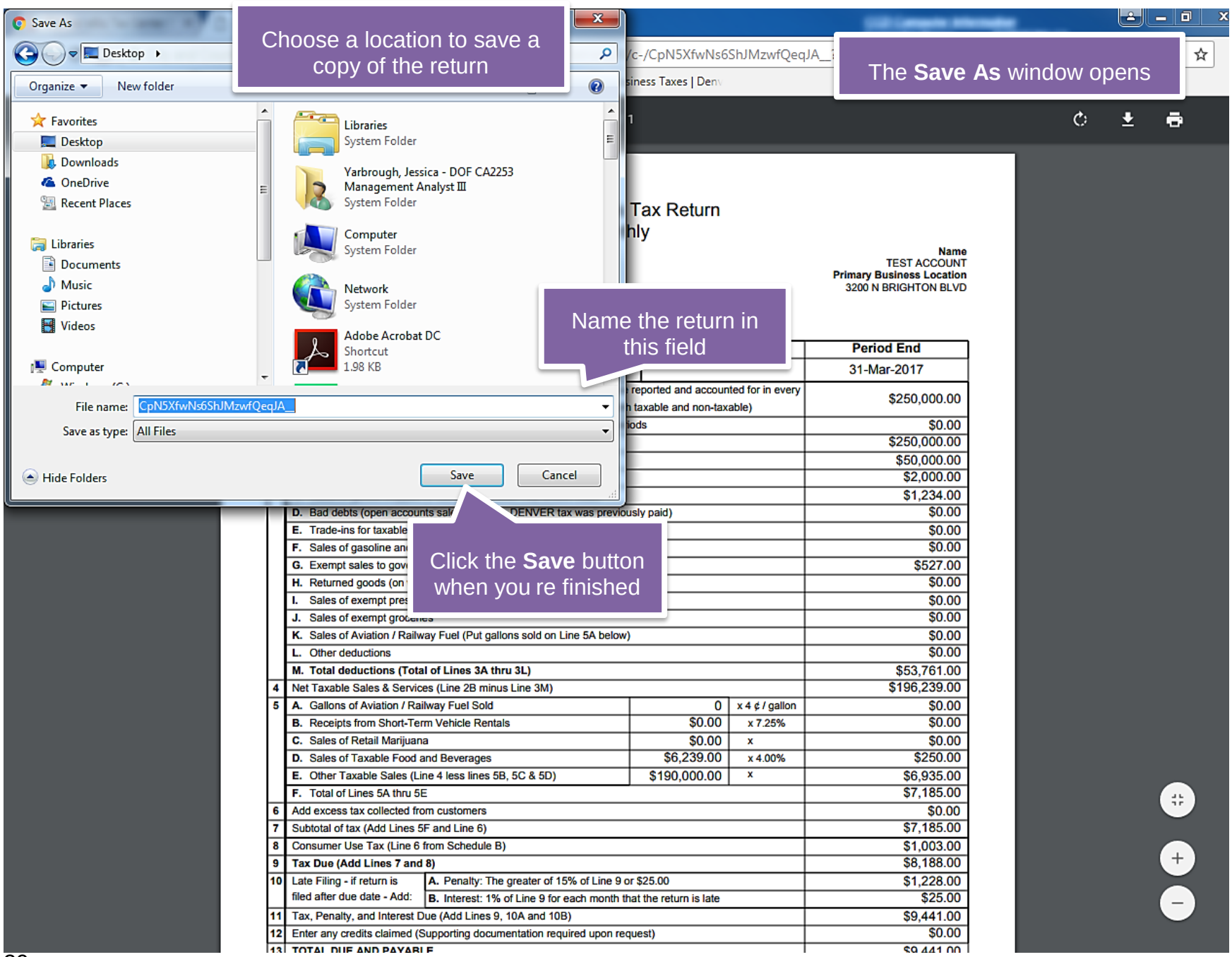
Click this symbol to save a copy of the return to your computer

Denver Sales Tax Return
Monthly

Primary Bu
3200 N E

				Account Number	Period End
					31-Mar-2017
1	**Gross Sales and Services** (Total receipts from City activity must be reported and accounted for in every return including sales, rentals, leases, online sales and all services both taxable and non-taxable)				$250,000.00
2	**A.** Add: Bad debts collected that were previously deducted in prior periods				$0.00
	B. Enter the Total of Lines 1 & 2A				$250,000.00
3	**A.** Non-Taxable services or labor				$50,000.00
	B. Sales to other licensed dealers for the purpose of taxable resale				$2,000.00
	C. Sales of goods shipped or delivered outside City and/or State				$1,234.00
	D. Bad debts (open accounts sales on which DENVER tax was previously paid)				$0.00
	E. Trade-ins for taxable resale				$0.00
	F. Sales of gasoline and cigarettes				$0.00
	G. Exempt sales to governmental and charitable organizations				$527.00
	H. Returned goods (on which DENVER tax was previously paid)				$0.00
	I. Sales of exempt prescription drugs				$0.00
	J. Sales of exempt groceries				$0.00
	K. Sales of Aviation / Railway Fuel (Put gallons sold on Line 5A below)				$0.00
	L. Other deductions				$0.00
	M. Total deductions (Total of Lines 3A thru 3L)				$53,761.00
4	Net Taxable Sales & Services (Line 2B minus Line 3M)				$196,239.00
5	**A.** Gallons of Aviation / Railway Fuel Sold		0	x 4 ¢ / gallon	$0.00
	B. Receipts from Short-Term Vehicle Rentals		$0.00	x 7.25%	$0.00
	C. Sales of Retail Marijuana		$0.00	x	$0.00
	D. Sales of Taxable Food and Beverages		$6,239.00	x 4.00%	$250.00
	E. Other Taxable Sales (Line 4 less lines 5B, 5C & 5D)		$190,000.00	x	$6,935.00
	F. Total of Lines 5A thru 5E				$7,185.00
6	Add excess tax collected from customers				$0.00
7	Subtotal of tax (Add Lines 5F and Line 6)				$7,185.00
8	Consumer Use Tax (Line 6 from Schedule B)				$1,003.00
9	**Tax Due (Add Lines 7 and 8)**				$8,188.00
10	Late Filing - if return is filed after due date - Add:	**A.** Penalty: The greater of 15% of Line 9 or $25.00			$1,228.00
		B. Interest: 1% of Line 9 for each month that the return is late			$25.00
11	Tax, Penalty, and Interest Due (Add Lines 9, 10A and 10B)				$9,441.00
12	Enter any credits claimed (Supporting documentation required upon request)				$0.00


Choose a location to save a copy of the return
The Save As window opens
Name the return in this field
Click the Save button when you re finished
Save As
Desktop
Organize
New folder
Favorites
Desktop
Downloads
OneDrive
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Libraries
System Folder
Yarbrough, Jessica - DOF CA2253
Management Analyst III
System Folder
Computer
System Folder
Network
System Folder
Adobe Acrobat DC
Shortcut
1.98 KB
File name: CpN5XfwNs6ShJMzwfQeqJA_
Save as type: All Files
Hide Folders
Save
Cancel
Tax Return
Name
TEST ACCOUNT
Primary Business Location
3200 N BRIGHTON BLVD
Period End
31-Mar-2017
$250,000.00
$0.00
$250,000.00
$50,000.00
$2,000.00
$1,234.00
D. Bad debts (open accounts sal DENVER tax was previously paid) $0.00
E. Trade-ins for taxable $0.00
F. Sales of gasoline an $0.00
G. Exempt sales to gov $527.00
H. Returned goods (on $0.00
I. Sales of exempt pres $0.00
J. Sales of exempt gro $0.00
K. Sales of Aviation / Railway Fuel (Put gallons sold on Line 5A below) $0.00
L. Other deductions $0.00
M. Total deductions (Total of Lines 3A thru 3L) $53,761.00
4 Net Taxable Sales & Services (Line 2B minus Line 3M) $196,239.00
5 A. Gallons of Aviation / Railway Fuel Sold 0 x 4 ¢ / gallon $0.00
B. Receipts from Short-Term Vehicle Rentals $0.00 x 7.25% $0.00
C. Sales of Retail Marijuana $0.00 x $0.00
D. Sales of Taxable Food and Beverages $6,239.00 x 4.00% $250.00
E. Other Taxable Sales (Line 4 less lines 5B, 5C & 5D) $190,000.00 x $6,935.00
F. Total of Lines 5A thru 5E $7,185.00
6 Add excess tax collected from customers $0.00
7 Subtotal of tax (Add Lines 5F and Line 6) $7,185.00
8 Consumer Use Tax (Line 6 from Schedule B) $1,003.00
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11 Tax, Penalty, and Interest Due (Add Lines 9, 10A and 10B) $9,441.00
12 Enter any credits claimed (Supporting documentation required upon request) $0.00
13 TOTAL DUE AND PAYABLE $9,441.00

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Click this symbol to print a copy of the return

Denver Sales Tax Return
Monthly

Name
TEST ACCOUNT
Primary Business Location
3200 N BRIGHTON BLVD

Account Number	Period End
	31-Mar-2017

1	**Gross Sales and Services** (Total receipts from City activity must be reported and accounted for in every return including sales, rentals, leases, online sales and all services both taxable and non-taxable)			$250,000.00
2	**A.** Add: Bad debts collected that were previously deducted in prior periods			$0.00
	B. Enter the Total of Lines 1 & 2A			$250,000.00
3	**A.** Non-Taxable services or labor			$50,000.00
	B. Sales to other licensed dealers for the purpose of taxable resale			$2,000.00
	C. Sales of goods shipped or delivered outside City and/or State			$1,234.00
	D. Bad debts (open accounts sales on which DENVER tax was previously paid)			$0.00
	E. Trade-ins for taxable resale			$0.00
	F. Sales of gasoline and cigarettes			$0.00
	G. Exempt sales to governmental and charitable organizations			$527.00
	H. Returned goods (on which DENVER tax was previously paid)			$0.00
	I. Sales of exempt prescription drugs			$0.00
	J. Sales of exempt groceries			$0.00
	K. Sales of Aviation / Railway Fuel (Put gallons sold on Line 5A below)			$0.00
	L. Other deductions			$0.00
	M. Total deductions (Total of Lines 3A thru 3L)			$53,761.00
4	Net Taxable Sales & Services (Line 2B minus Line 3M)			$196,239.00
5	**A.** Gallons of Aviation / Railway Fuel Sold	0	x 4 ¢ / gallon	$0.00
	B. Receipts from Short-Term Vehicle Rentals	$0.00	x 7.25%	$0.00
	C. Sales of Retail Marijuana	$0.00	x	$0.00
	D. Sales of Taxable Food and Beverages	$6,239.00	x 4.00%	$250.00
	E. Other Taxable Sales (Line 4 less lines 5B, 5C & 5D)	$190,000.00	x	$6,935.00
	F. Total of Lines 5A thru 5E			$7,185.00
6	Add excess tax collected from customers			$0.00
7	Subtotal of tax (Add Lines 5F and Line 6)			$7,185.00
8	Consumer Use Tax (Line 6 from Schedule B)			$1,003.00
9	**Tax Due (Add Lines 7 and 8)**			$8,188.00
10	Late Filing - if return is filed after due date - Add:	**A.** Penalty: The greater of 15% of Line 9 or $25.00		$1,228.00
		B. Interest: 1% of Line 9 for each month that the return is late		$25.00
11	Tax, Penalty, and Interest Due (Add Lines 9, 10A and 10B)			$9,441.00
12	Enter any credits claimed (Supporting documentation required upon request)			$0.00
13	**TOTAL DUE AND PAYABLE**			$9,441.00

Print

Total: **1 sheet of paper**

Print | Cancel

Destination: \\govprint 10.128.69.1

Change...

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

Pages: All

e.g. 1-5, 8, 11-13

Copies: 1

Paper size: Letter (8.5 x 11")

Scale: 96

Options: Fit to page

Two-sided

Print using system dialog... (Ctrl+Shift+P)

Denver Sales Tax Return
Monthly

Name
TEST ACCOUNT
Primary Business Location
3200 N BRIGHTON BLVD

	Account Number	Period End
		31-Mar-2017

	Gross Sales and Services (Total receipts from City activity must be reported and accounted for in every return including sales, rentals, leases, online sales and all services both taxable and non-taxable)			$250,000.00
2	A. Add: Bad debts collected that were previously deducted in prior periods			$0.00
	B. Enter the Total of Lines 1 & 2A			$250,000.00
3	A. Non-Taxable services or labor			$50,000.00
	B. Sales to other licensed dealers for the purpose of taxable resale			$2,000.00
	C. Sales of goods shipped or delivered outside City and/or State			$1,234.00
	D. Bad debts (open accounts sales on which DENVER tax was previously paid)			$0.00
	E. Trade-ins for taxable resale			$0.00
	F. Sales of gasoline and cigarettes			$0.00
	G. Exempt sales to governmental and charitable organizations			$527.00
	H. Returned goods (on which DENVER tax was previously paid)			$0.00
	I. Sales of exempt prescription drugs			$0.00
	J. Sales of exempt groceries			$0.00
	K. Sales of Aviation / Railway Fuel (Put gallons sold on Line 5A below)			$0.00
	L. Other deductions			$0.00
	M. Total deductions (Total of Lines 3A thru 3L)			$53,761.00
4	Net Taxable Sales & Services (Line 2B minus Line 3M)			$196,239.00
5	A. Gallons of Aviation / Railway Fuel Sold	0	x 4 ¢ / gallon	$0.00
	B. Receipts from Short-Term Vehicle Rentals	$0.00	x 7.25%	$0.00
	C. Sales of Retail Marijuana	$0.00	x	$0.00
	D. Sales of Taxable Food and Beverages	$6,239.00	x 4.00%	$250.00
	E. Other Taxable Sales (Line 4 less lines 5B, 5C & 5D)	$190,000.00	x	$6,935.00
	F. Total of Lines 5A thru 5E			$7,185.00
6	Add excess tax collected from customers			$0.00
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	B. Interest: 1% of Line 9 for each month that the return is late			$25.00
11	Tax, Penalty, and Interest Due (Add Lines 9, 10A and 10B)			$9,441.00
12	Enter any credits claimed (Supporting documentation required upon request)			$0.00
13	**TOTAL DUE AND PAYABLE**			$9,441.00

SCHEDULE B - USE TAX

1	Gallons of Aviation / Railway Fuel Purchased	0	x 4 ¢ / gallon	$0.00
2	Short Term Vehicle Rental	$0.00	x 7.25%	$0.00
3	Taxable Food & Beverage	$6,234.00	x 4.00%	$249.00
4	Other Taxable Purchases	$7,000.00	x	$256.00
5	Add Incremental Tax Due			$498.00
6	**Consumer Use Tax (Total of Lines 1-5)**			$1,003.00

Denver eBiz Tax Center | CpN5XfwNs6ShJMzwfQe

City and County of Denver [US] | ht qa.denvergov.org/ebiztax/_/Retrieve/0/c-/CpN5XfwNs6ShJMzwfQeqJA__?FILE__=TAPPRTREQ

Apps | CCD Resources | Treasury Division | BA | DRMC | GenTax-SQR | Business Taxes | Den

Click the X to close the window with the return

Denver Sales Tax Return
Monthly

Name
TEST ACCOUNT
Primary Business Location
3200 N BRIGHTON BLVD

		Account Number		Period End
				31-Mar-2017
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	C. Sales of goods shipped or delivered outside City and/or State			$1,234.00
	D. Bad debts (open accounts sales on which DENVER tax was previously paid)			$0.00
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	F. Sales of gasoline and cigarettes			$0.00
	G. Exempt sales to governmental and charitable organizations			$527.00
	H. Returned goods (on which DENVER tax was previously paid)			$0.00
	I. Sales of exempt prescription drugs			$0.00
	J. Sales of exempt groceries			$0.00
	K. Sales of Aviation / Railway Fuel (Put gallons sold on Line 5A below)			$0.00
	L. Other deductions			$0.00
	M. Total deductions (Total of Lines 3A thru 3L)			$53,761.00
4	Net Taxable Sales & Services (Line 2B minus Line 3M)			$196,239.00
5	**A.** Gallons of Aviation / Railway Fuel Sold	0	x 4 ¢ / gallon	$0.00
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	C. Sales of Retail Marijuana	$0.00	x	$0.00
	D. Sales of Taxable Food and Beverages	$6,239.00	x 4.00%	$250.00
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	F. Total of Lines 5A thru 5E			$7,185.00
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