



ONLINE SALES TAX FILING INSTRUCTIONS

Go to www.xpressbillpay.com to create a New Account. If you are already registered with xpress bill pay to pay your utility bill online, there is no need to create a new account.

Please remember your Login ID (which is your email address) and Password for future access.

+ Add New Bill – PERFORMED ONLY ONCE TO LINK SALES TAX ACCOUNT TO XPRESS

After you are logged into Xpress Bill Pay, you will need to link your City of Steamboat Springs sales tax account to your xpress bill pay account.

- Click on the button that says "+Add New Bill".
- Click on the button that says "City of Steamboat Springs Steamboat Springs, CO".
- Select the "Online Business Tax".
- Enter your 6 digit City of Steamboat Springs Sales Tax License/Account Number.
- Enter your 5 digit Pin #, assigned by the City of Steamboat Springs.
- Press the "Locate Account" button at the bottom of the screen.
- Congratulations! Your City sales tax account is now set up online. You can now view, file and pay your sales tax returns online. This process only needs to be followed the first time you link your sales tax account to your xpress bill pay account.

Filing a Tax Return –

After you are logged into Xpress Bill Pay **and** you have completed the steps above for online sales tax account set up, you are ready to file a tax return.

- Click on the button that says "View Taxes".
- Under "Unfiled Taxes" you can choose sales tax returns that need to be filed or "Filed Taxes" to view previously filed returns.
- Click on the return you wish to file or view.
- Enter your relevant sales numbers into the corresponding lines. Take time to ensure you have entered each number on the correct line.
- You must use a decimal point when entering dollar amounts. It is recommended that you either highlight the entire cell and begin typing or delete the pre-entered 0.00 before you enter your amount. All dollar amounts must be in the format of 0.00.
- Use the mouse or tab key to navigate from cell to cell.
- On lines 3k & 3l you are required to provide a description of anything you input as other deductions.
- After entering your amounts the return will be auto calculated.
- Keep in mind this method automatically calculates the accommodations tax (if applicable) on line 5b using your total amount on line 4. This can be manually entered/overridden if needed.
- The current date is the filing date and all penalty and interest due on the return will be auto calculated.

- There is an option to “Save Without Filing”. This is recommended if you are having problems; otherwise you will have to file an "AMENDED" paper return in order to fix any numbers entered incorrectly.
- When you are finished Click on the button that says "File Return".
- Click on the  button to print a copy of your return for your records.
- Click on the green button that says "PAY NOW".
- If you are filing multiple returns for the same business you can Click on the button that says "Add More Bills to the Cart" to file all returns before paying the entire amount due.
- If you are finished Click on the green button that says "Proceed to Checkout".
- Select Pay Method:
 - Use a credit/debit card
 - Use a bank account
- You can select “Save for future use” to save your payment information in your Xpress Wallet, so that next time you can quickly and easily pay your return.
- **IMPORTANT! The return is not considered timely until payment has been made in full.**
- When you are finished Click on the green button that says "Submit Payment".
- You are finished, don't forget to log out!

Thank you for using the online system!

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