

Broomfield Sales Tax Citizen Access FYI

Processes available via Citizen Access

1. How to register

- For 1st time user (existing vendor or new vendor)

2. Apply for license

- For new vendor only
- Existing vendor proceed to Step 3 after registration (step 1)
- Do not file your return before the application has been approved by the City

3. Manage accounts

- For all vendors (new and existing)


4. File returns

- City will contact you once your license has been approved
- For filing sales tax, and lodging tax return. Must have an approved License to file returns

How to register

Log on to <https://egov.broomfield.org/citizenaccess/>

Click Register button.



The screenshot shows the top navigation bar with the Broomfield logo and the text "CITY & COUNTY OF Broomfield COLORADO". Below the navigation bar is a sidebar with links: "public access", "log in", "register", and "forgot password". The main content area is titled "Citizen Access" and contains a login form with fields for "Email Address:" and "Password:". Below the form is a message: "New to Citizen Access? Click register to create your Citizen Access profile." and two buttons: "log in" and "register". At the bottom of the form area is a link: "Click here to view site's browser compatibility".

Enter your information and click the register button.



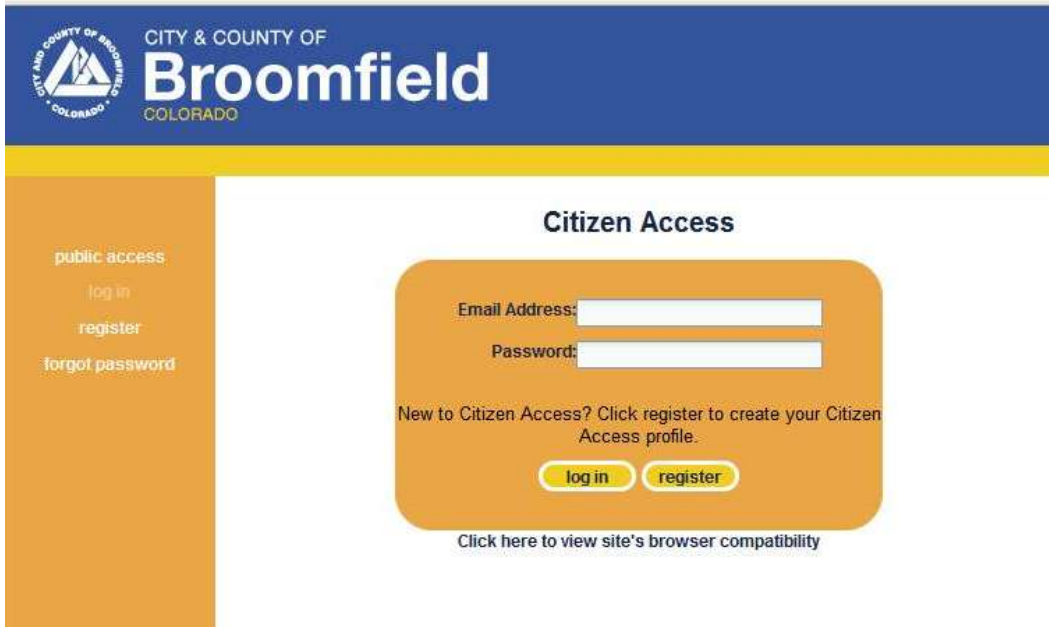
The screenshot shows the top navigation bar with the Broomfield logo and the text "CITY & COUNTY OF Broomfield COLORADO". Below the navigation bar is a sidebar with links: "public access", "log in", "register", and "forgot password". The main content area is titled "New User Registration" and contains a registration form with the instruction: "Please enter the following information to register." The form has fields for "E-mail Address:", "Re-enter New Email:", "New Password:", "Re-enter New Password:", "First Name:", and "Last Name:". Below the form is a "submit" button.

A confirmation email will be mailed to you shortly with instructions on how to complete the registration process. In the email, you will receive a link that will take you through the confirmation process. You will need to log in to confirm your email address. Once you have confirmed your email address, your registration is complete, log in to begin using Citizen Access.

Apply for License

After you have received registration confirmation, you can start the license application process (for new vendors ONLY). If you are an existing vendor with an active license number, please proceed to # 3 Manage Accounts.

Enter your email and password that you provided during the registration process (step 1).



The screenshot shows the top navigation bar for the City & County of Broomfield, Colorado. Below the header is a sidebar with links for 'public access', 'log in', 'register', and 'forgot password'. The main content area is titled 'Citizen Access' and features a login form with fields for 'Email Address' and 'Password'. Below the form, there is a message: 'New to Citizen Access? Click register to create your Citizen Access profile.' and two buttons: 'log in' and 'register'. At the bottom of the form area, there is a link: 'Click here to view site's browser compatibility'.

Once logged in, select Sales Tax from the menu on the left.



The screenshot shows the user's dashboard after logging in. The top navigation bar displays 'Logged in as: wchiem@broomfield.org' and 'Citizen Access'. A sidebar on the left is titled 'application menu' and contains links for 'salesfax', 'Comdev', 'my user profile', and 'log out'. A red arrow points to the 'salesfax' link. The main content area displays 'Welcome to Citizen Access.' and a message: 'Please select an option from the menu on the left.'

To begin the application process select Apply for License from the menu on the left.



Step 1: Choose License Type(s)

Select type of license to apply.

If you are in lodging industry, you can check both license types.



Step 2: General License Information

Enter the general license information, keeping in mind that you have to complete all required fields (with *) before you can proceed to next screen.

CITY & COUNTY OF Broomfield COLORADO

Logged in as: wchiem@broomfield.org Citizen Access

tax & licensing menu

- file returns
- apply for license
- manage accounts
- log out

back cancel next

License Step 2/10: General Information *=Required

*Type of Ownership: Choose One:

*Business Name (Owner, Partners or Corporate Name):

*Trade Name (Doing Business As):

Is this your only location in Broomfield?

Is this business a franchise?

back cancel next

Step 3: Business Location Address

Fill out the business location information including the phone numbers, etc. for the business. An email address must be provided to proceed.

CITY & COUNTY OF Broomfield COLORADO

Logged in as: wchiem@broomfield.org Citizen Access

tax & licensing menu

- file returns
- apply for license
- manage accounts
- log out

back cancel next

License Step 3/10: Business Location Address *=Required

Please enter the location where the business conducts sales. If you have a mobile sales. If you have a mobile business, use your home or office address.

* Address: 999900 W. 120th Ave

Address 2:

* City: Broomfield * State: CO * Zip Code: 80020

* Business Phone Number: 303 - 303 - 9999

Fax Number: - -

Web Site Address:

* E-mail Address: retail@xyz.com

back cancel next

Step 4: Mailing Address

If the mailing address is the same as the location address please select the checkbox and provide the contact name and phone number. Otherwise, enter all required fields.

The screenshot shows the 'License Step 4/10: Mailing Address' form. The header includes the City & County of Broomfield logo and name, with 'CITY & COUNTY OF Broomfield COLORADO' and 'Logged in as: wchiem@broomfield.org' and 'Citizen Access'. A left sidebar contains a 'tax & licensing menu' with options: 'file returns', 'apply for license', 'manage accounts', and 'log out'. The form itself has 'back', 'cancel', and 'next' buttons at the top. The title is 'License Step 4/10: Mailing Address' with a '*Required' indicator. The instruction reads: 'Please enter the address where you would like sales tax correspondence sent.' There is a checkbox for 'Mailing Address is the same as the Business Location Address'. Below this are input fields for: '* Contact Name:', '* Phone #:' (with hyphens for area and local numbers), '* Address:', 'Address 2:', '* City:', '* State:', and '* Zip Code:'. 'back', 'cancel', and 'next' buttons are at the bottom.

Step 5: Business Information

In addition to the information on the screen, you will need to select a NAICS code, a code that best describes the type of business.

The screenshot shows the 'License Step 5/10: Business Information' form. The header is identical to Step 4. The left sidebar is also identical. The form title is 'License Step 5/10: Business Information' with a '*Required' indicator. The form contains several input fields: '* First Day of Business in city:' with a date picker set to '12/13/2010' and '(MM/DD/YYYY)'; '* NAICS Code:' with a 'view codes' button; 'Approximate sq. ft. of business:'; 'Number of Employees (including self):' with 'Full-Time:' and 'Part-Time:' sub-fields; '* Business Description:'; and 'Is this business food related?' with a checkbox. 'back', 'cancel', and 'next' buttons are at the top and bottom of the form area.

Step 6: Filing Frequency

Select the type of filing frequency for your business using the provided descriptions.

If your business files sales tax returns occasionally, select the monthly filing frequency box and contact our sales tax department to add the occasional filing frequency to your sales tax account.

The screenshot shows a web form titled "License Step 6/10: Filing Frequency" with a "*Required" indicator. At the top are "back", "cancel", and "next" buttons. The main instruction is "Select the appropriate filing frequency for the business." Below this is a table with three rows for filing frequencies:

<input type="radio"/> Monthly:	Tax due is greater than \$300/month
<input checked="" type="radio"/> Quarterly:	Tax due is \$300/month
<input type="radio"/> Annual:	Tax due is less than \$15/month

Below the table is a text field with the instruction "*Please confirm your selected filing status." and a dropdown menu. The dropdown menu is open, showing "Choose One:" with options: "Monthly", "Quarterly" (highlighted in blue), and "Annual". At the bottom are "back" and "next" buttons.

Step 7: Confidential Information

To add an owner or officer of the business click on the add button and enter the information in the [Not Named] portion of the screen. At least one owner / officer is required. To add multiple owners or officers, once the first one is added, click the add button to open a new entry screen. The first one entered will be minimized. To review entered owners, click on the grey bar that contains the name to maximize the window.

The screenshot shows a web form titled "License Step 7/10: Confidential Information" with a "*Required" indicator. At the top are "back", "cancel", and "next" buttons. The main instruction is "To add one or more owners, corporate officers, or contacts to the account use the add button after each entry to open a new entry window." Below this are input fields for "State of Colorado Sales Tax License No.:" and "Federal Employer ID (FEIN):".

Below these fields is a section titled "*List Owner(s) or Corporate Officers:" with an "add" button. A window titled "[Not Named]" is open, showing a form with the following fields:

- * Name: [text input]
- Social Security No.: [text input]
- * Position: [dropdown menu, currently showing "CEO"]
- * Phone: [text input]
- Date of Birth: [text input] (MM/DD/YYYY)
- * Address: [text input]
- Address 2: [text input]
- * City: [text input] * State: [text input] * Zip Code: [text input]

At the bottom are "back", "cancel", and "next" buttons.

Step 8: Fees Due Summary

There are no fees associated with City and County of Broomfield Sales Tax and Lodging licenses.

CITY & COUNTY OF
Broomfield
COLORADO

Logged in as: wchiem@broomfield.org Citizen Access

tax & licensing menu

- file returns
- apply for license
- manage accounts
- log out

back cancel next

License Step 8/10: Fees Due Summary

The following fees are due for the licenses applied for:

License Type: Sales Tax License
No Fees: 0.00
Total Due: \$0.00

back cancel next

Step 9: Legal

This portion of the application process represents your signature on the application process. Please read all the information carefully.

CITY & COUNTY OF
Broomfield
COLORADO

Logged in as: wchiem@broomfield.org Citizen Access

tax & licensing menu

- file returns
- apply for license
- manage accounts
- log out

back cancel submit

License Step 10/10: Legal *=Required

Processing may take a moment, please do not click the submit button more than once.

I declare, under penalty of perjury in the second degree, that this application has been examined by me that the statements made herein are made in good faith pursuant to state and local tax laws and regulations, and to the best of my knowledge and belief, and true, correct, and complete.

The person signing this must be the person that is legally responsible for the business (i.e., owner, partner, officer, etc.)

*First Name: *Last Name:

*Title:

back cancel submit

Manage Your Account

- You can manage multiple sales tax and/or lodging licenses with just one registration.

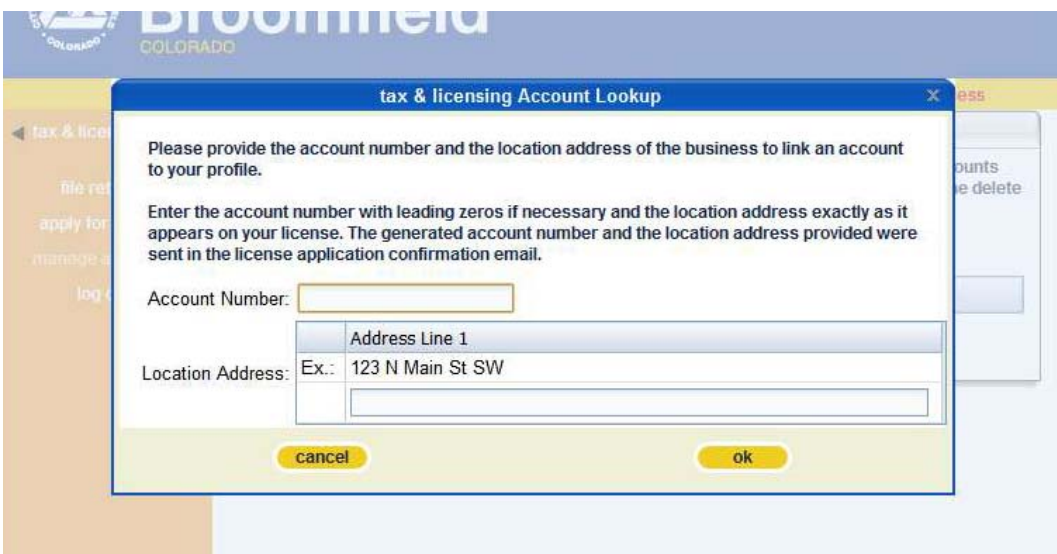
Click "add account."



Enter: account number and line 1 of the location address/business address.

The account number and location address are stated on your online application confirmation email (new vendors) or your sales tax license (existing vendors). **USE 5 DIGITS FOR THE ACCOUNT #. PUT A ZERO IN FRONT OF YOUR 4 DIGITS ACCOUNT NUMBER**

Click "OK."



After you have linked your accounts and your application has been approved by the City and County (new vendors), you can start filing sales tax or lodging tax returns.

File returns

Log on to <https://egov.broomfield.org/citizenaccess/>

Click on sales tax.

Click on file returns.

Step 1: General Information

Using the pull down arrow, select the linked account you want to file. Remember, you have to complete all require fields (with *) before you can proceed to next screen.

You will not be able to file an amended sales tax return for previously filed return in this online module. Please contact sales tax department for instructions at 303-464-5811 or salestax@broomfield.org.

Select which type of return, the year, and the filing period that you want to file. The start date, end date, and due date is for your information only.

Click next to continue or cancel to start over.

The screenshot shows the Broomfield online filing system interface. At the top, there is a blue header with the City & County of Broomfield logo and name. Below the header, a yellow bar indicates the user is logged in as 'wchiem@broomfield.org' and is in 'Citizen Access' mode. On the left side, there is an orange sidebar menu with options: 'tax & licensing menu', 'file returns', 'apply for license', 'manage accounts', and 'log out'. The main content area displays the 'Returns Step 1/8: General Information' form. The form title is 'Returns Step 1/8: General Information' with a '*=Required' indicator. The form content includes a welcome message: 'Hi, welcome to the City and County of Broomfield's online filing.' followed by several required fields: '* Select the account you would like to enter a return for:' with a dropdown menu showing '07383 : Good Hotel'; '* Select which type of tax return you are filing:' with a dropdown menu showing 'Sales Tax Return'; 'Filing Frequency:' with the value 'Monthly'; '* Enter the year you would like to file for:' with a dropdown menu showing '2010'; '* Enter the filing period you would like to file for:' with a dropdown menu showing 'November 2010'. Below these fields, the form displays the 'Start Date: 11/01/2010', 'End Date: 11/30/2010', and 'Due Date: 12/20/2010'. There are 'cancel' and 'next' buttons above and below the form.

Step 2: Total Gross Sales and Services.

Enter the gross sales and services, and bad debts amount, if any, for the filing period specified in Step 1.

The screenshot shows the Broomfield City & County website interface. At the top left is the logo for the City and County of Broomfield, Colorado. The header includes the text "CITY & COUNTY OF Broomfield COLORADO". Below the header, it says "Logged in as: wchiem@broomfield.org" and "Citizen Access". On the left side, there is a navigation menu with options: "tax & licensing menu", "file returns", "apply for license", "manage accounts", and "log out". The main content area displays a form titled "Returns Step 2/8: Total Gross Sales". The form contains the following text and fields:

Gross sales are the total sales for this location in the state of Colorado.

Gross Sales & Services	<input type="text"/>
Bad Debts Collected	<input type="text"/>
Total Gross Taxable:	\$0.00

Navigation buttons for "back", "cancel", and "next" are located above and below the form.

Step 3: Deductions

Enter sales tax deduction amounts in the appropriate sections, if any. Leave deduction section blank, if you have no sales tax exemptions to declare. Click next to continue.

CITY & COUNTY OF Broomfield
COLORADO

Logged in as: wchiem@broomfield.org Citizen Access

tax & licensing menu

- file returns
- apply for license
- manage accounts
- log out

Returns Step 3/8: Deductions	
Running Total Tax Due:	\$0.00
Non-taxable Service or Labor	<input type="text"/>
Sales to Licensed Dealers:	<input type="text"/>
Sales Shipped out of the City & County of Broomfield:	<input type="text"/>
Bad Debts Charged Off:	<input type="text"/>
Trade-ins:	<input type="text"/>
Sales of Cigarettes:	<input type="text"/>
Exempt Sales:	<input type="text"/>
Returned Goods:	<input type="text"/>
Sales of Lottery & Gasoline:	<input type="text"/>
Prescription Drugs and other exempt medical transactions:	<input type="text"/>
Food purchased with Food Stamps or WIC Vouchers:	<input type="text"/>
Sales of Building Materials:	<input type="text"/>
Annual Restaurant Utility Adjustment:	<input type="text"/>
Miscellaneous exempt sales:	<input type="text"/>
Total Deductions:	\$0.00

Step 4: Miscellaneous Taxes

For a business located in either Flatiron Improvement District (FID) or Arista Local Improvement District (ALID), enter Net taxable sales subject to FID or ALID.

If you are a vendor that has sales in FID as well as ALID districts, you will not be able to file your return online. Please click cancel and file a paper sales tax return and enclose payment.

Enter excess sales tax collected amount, if any. Excess tax collected is sales tax collected during a reporting period that exceeds the amount calculated for net taxable sales on line 4 of the paper sales tax return.

Step 5: Summary

Carefully review this summary of taxes due.

Vendor Allowance Section: If you file your company sales tax return on or before the period due date, you will receive a 3% vendor allowance to deduct from sales tax due.

Penalty and Interest Sections: If you file your company sales tax return after the period due date, the penalty and interest sections will be populated and the vendor allowance section will be zero.

Step 6: Select Payment Amount

Confirm the total tax due and enter how much you will pay toward total taxes due.

If you do not pay the total tax due, you will receive a notice of balance due from our sales tax department which will include instructions how to pay your balance due.

CITY & COUNTY OF
Broomfield
COLORADO

Logged in as: wchiem@broomfield.org Citizen Access

tax & licensing menu
file returns
apply for license
manage accounts
log out

back cancel next

Returns Step 6/8: Select Payment Amount *=-Required

Please review the following amount due and enter the amount you would like to pay:

Total Tax Due: \$2,112.75
Penalties/Interest Due: \$0.00
Total Amount Due: \$2,112.75
* Payment Amount: \$2,112.75

back cancel next

Step 7: Payment

When entering your financial information, please **double check** before going to the next screen, to avoid a payment rejection.

CITY & COUNTY OF
Broomfield
COLORADO

Logged in as: wchiem@broomfield.org Citizen Access

tax & licensing menu
file returns
apply for license
manage accounts
log out

back cancel next

Returns Step 7/8: Payment *=-Required

Total Amount Due: \$2,112.75
Payment Amount: \$2,112.75

*Name on Account:

*Account Type: Checking

*Routing Number: Help me find it!

*Account Number: Help me find it!

back cancel next

Step 8: Legal

After reviewing the legal statement carefully, enter the same first and last name listed in your profile.

Click the submit button to proceed.

Submission Confirmation

If you require a hard copy of your sales tax return, click the print return button and print the screen now. You will not be able to go back and print this sales tax return at a later time.

Submission Confirmation

Thank you for your payment. Please print this page for your records.

Confirmation Number:
 Account Number: 01111
 Return Tax Type: Sales Tax Return
 Filing Period: January 2011
 Date Filed: 03/09/2011
 Time Filed: 08:32:01 AM
 Tax Due:\$207.50
 Penalties and Interest: \$22.83
 Total Amount Due: \$230.33
 Amount Paid: \$230.33

A confirmation email has been sent to wchiem@broomfield.org
 Please retain this for your records

[print return](#)

[main menu](#)

If you want to file another return, click the Main Menu button, and then click "file returns."

If you're finished, click Log Out button.