



Dear valued vendors,

City and County of Broomfield (City) is proud to announce that our Citizen Assess (CA) has been rolled out to the public. CA is a user friendly, ease of use online sales tax application. You can apply a new sales tax and lodging licenses online, pay your sales and lodging tax online through ACH. You can register as one user (log-on id) and manage multiple accounts.

If you are a vendor who has a current active sales tax license with Broomfield, all you have to do are:

- Register as a new user profile i.e. create your id and password
- Link your profile to existing sales tax license
- Log online each month (based on your filing frequency selection) to file sales tax and/or lodging tax returns and pay via ACH
- Manage your account such as add or delete multiple accounts
- Change user profile such as log on id or password

(For more details please refer to our step-by-step instruction attachment)

If you are new vendor and never licensed with Broomfield, you can use CA to:

- Register as a new user profile i.e. create your id and password
- Apply for a sales tax license or lodging license
- Link your profile to existing sales tax license
- Log online each month (based on your filing frequency selection) to file sales tax and/or lodging tax returns and pay via ACH
- Manage your account such as add or delete multiple accounts
- Change user profile such as log on id or password

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Again, thank you for trying out our new exciting offer. Please go to the following web site to start your online experience.

<https://egov.broomfield.org/citizenaccess/>

Regards,

Broomfield Sales Tax Administration