

# **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**

- Download the application on <https://www.broomfield.org/salestax>
- 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://broomfield.org/innoprisecitizenaccess>

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:". At the bottom of 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.

# Manage Your Account

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

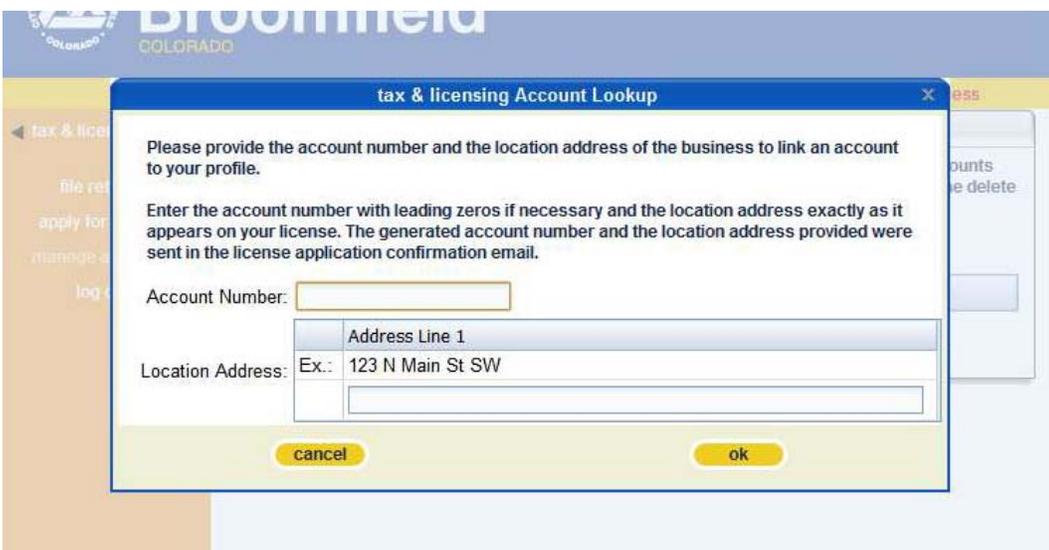
Click "add account."



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://broomfield.org/innoprisecitizenaccess>

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](mailto: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 Colorado tax portal interface. At the top, the logo for the City & County of Broomfield, Colorado, is displayed. Below the logo, the user is logged in as 'wchiem@broomfield.org' and has access to 'Citizen Access'. A navigation menu on the left includes options like 'tax & licensing menu', 'file returns', 'apply for license', 'manage accounts', and 'log out'. The main content area is titled 'Returns Step 2/8: Total Gross Sales' and contains the following text and form:

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](mailto: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.

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tax & licensing menu

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- log out

back cancel next

Returns Step 4/8: Miscellaneous Taxes	
Running Total Tax Due:	\$0.00
Amount subject to FID:	<input type="text"/>
Excess Tax collected:	<input type="text"/>

back cancel next

## 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.

**CITY & COUNTY OF Broomfield COLORADO**

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tax & licensing menu

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

back cancel next

Returns Step 5/8: Summary	
Total Gross Sales:	\$50,000.00
Deductions:	\$0.00
ST - FI Market Place Rate:	4.15%
Total ST - FI Market Place Due:	\$2,075.00
FID Rate:	0.2%
Total FID Due:	\$100.00
Vendor Allowance:	\$62.25
<b>Total Tax Due:</b>	<b>\$2,112.75</b>
Penalty is 10% of Total:	\$0.00
Months Overdue:	0
Interest is 1% of Total for Each Month:	\$0.00
<b>Total Due with Penalties and Interest:</b>	<b>\$2,112.75</b>

back cancel next

## 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

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
<b>Total Amount Due:</b>	<b>\$2,112.75</b>
* 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.

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COLORADO

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tax & licensing menu  
file returns  
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Returns Step 7/8: Payment \*=-Required

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

*Name on Account:	<input type="text"/>
*Account Type:	Checking
*Routing Number:	<input type="text"/> <a href="#">Help me find it!</a>
*Account Number:	<input type="text"/> <a href="#">Help me find it!</a>

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.

CITY & COUNTY OF  
**Broomfield**  
COLORADO

Logged in as: [wchiem@broomfield.org](mailto:wchiem@broomfield.org) Citizen Access

tax & licensing menu

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

back cancel submit

Returns Step 8/8: Legal \*-Required

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

I hereby certify, under penalty of perjury, that the statements made herein are to the best of my knowledge true and correct. By clicking on the next button, I agree to these statements.

\* First Name:  \* Last Name:

back cancel submit

## 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](mailto: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.