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.

Enter your information and click the register 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.
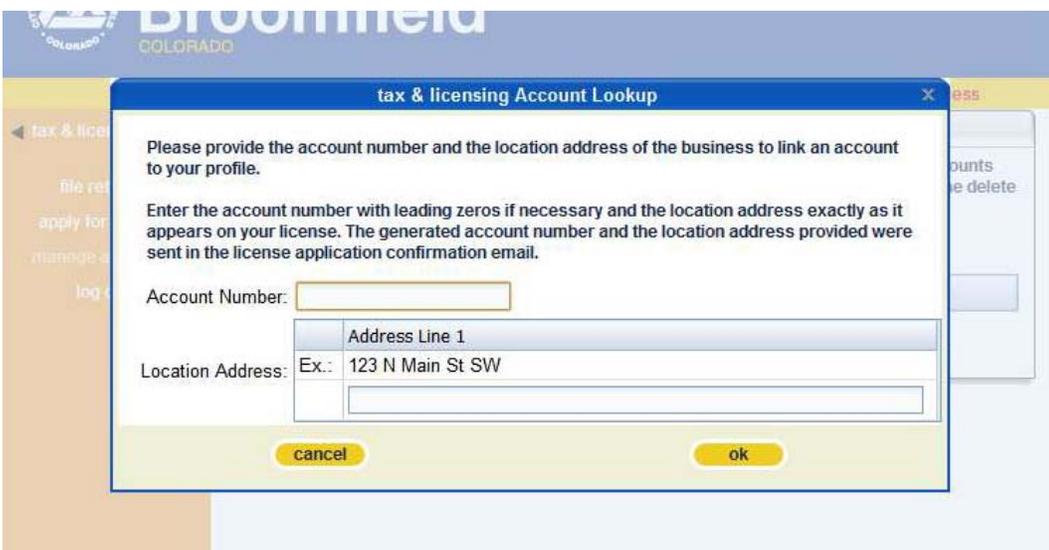
Click "add account."

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.

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.

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.

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.

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.

Step 7: Payment

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

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.

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.