

## Instructions for First Sales Tax Filers

These instructions are for Businesses that already have registered with Xpress Bill Pay.

### STEP 1: Locate Billing Organization

Xpress Bill Pay provides you the ability to view and pay bills to multiple billing organizations from an easy-to-use interface. You need to link your account with the billing organization to this new login you have created with Xpress Bill Pay. The following steps will need to be completed only once per account.

Select your city or billing organization from the list of organizations on the page.

If your organization is not listed, type the name in the field below “Find your billing organization” and select “Search.”

Add New Account Step 1 of 3

Find your billing organization:

80443 Search

Billing organizations founded as search (5):

- Copper Mountain Consolidated Metropolitan District  
Copper Mountain, CO
- Town of Frisco  
Frisco, CO
- Town of Dillon  
Dillon, CO
- Town of Breckenridge  
Breckenridge, CO

### STEP 2: Locate Account

Add New Account Step 2 of 2

Enter the following information as it appears on your City of Steamboat Springs bill:

Bill Type  Accounts Receivable  
 Online Business Tax  
 Utility

Account Number

PIN

< Back Locate Account

Enter the requested information on the “Add New Account” screen.

1. Select "Online Business Tax"
2. Enter your Sales Tax License/Accountnumber.
3. Enter your PIN number.
4. Select “Locate Account.”

You have now successfully linked your first account to your new login. If you add more accounts, they will all be listed here - on your “Accounts” page.

# STEP 3: Filing a Tax Return

**xpress** BILL PAY

  Town of Frisco ▾

ADD ACCOUNT

ACCOUNTS

AUTO PAYS

XPRESS WALLET

HISTORY

DUE DATE

AMOUNT DUE

Tax Returns

1 Total Account ▾

Frisco Test Business  
Account #: 5391  
Town of Frisco

[VIEW](#)

[Remove Account](#)



**Town of Frisco**

1 Main Street; PO Box 4100  
Frisco, CO 80443

ACCOUNT NAME

Frisco Test Business

ACCOUNT #

5391

ACCOUNT ADDRESS

100 Main St  
Frisco, CO

[Remove Account](#)

Unfiled/Filed/Pending Returns

2021 ▾

Unfiled Taxes

Oct 21- Lodging Tax  
Oct 21- Sales Tax  
Sept 21- Bag Fees

Filed Taxes

No Filed Data Found

Pending Return

No Pending Data Found

Completed Returns

Select Year ▾

- Click on the button that says "View".
- 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.

1. Gross Sales & Service	858
2A. Bad Debts Collected	0
2B. Total lines 1 & 2A	858
3A. Non-Taxable Services & Sales	0
3B. Sales to Other Licensed Dealers	0
3C. Sales Shipped out of Town and/or State	0
3D. Sales of Gasoline and Cigarettes	0
3E. Sales to Governmental, Religious and Charitable Orgs	0
3F. Returned Goods	0
3G. Prescription Drugs/Prosthetic Devices	0
3H. Other Deductions	0
3I. Other Deductions	0
3. Total Deductions (3A through 3I)	0
4. Net Taxable Sales & Services	858
5. Amount of Town Sales Tax (2%)	17.16
6. Add Excess Sales Tax Collected	0
7. Adjusted Town Sales Tax	17.16
8. Vendors Fee Deduction (3.33%)	-0.57
9. Total Sales Tax Due	16.59
10. Net Taxable Lodging Sales	858
11. Amount of Town Lodging Tax (2.35%)	20.16
12. Total Sales & LodgingTax	36.75
13A. Interest Per Month (1.5%)	0
13B. Penalty	0
14. Total Tax, Penalty & Interest Due	36.75
15A. Prior Period Adjustment (Add)	0
15B. Prior Period Adjustmet (Deduct)	0
<b>TOTAL TAX DUE AND PAYABLE</b>	<b>36.75</b>

TAX ORGANIZATION  
Town of Frisco

ACCOUNT NAME  
Frisco Test Business

ACCOUNT NUMBER  
5391

ACCOUNT ADDRESS  
100 Main St  
Frisco, CO

TAX RETURN  
Oct 21- Lodging Tax (160772)

TAX ORGANIZATION  
Town of Frisco



ACCOUNT NAME  
Frisco Test Business

ACCOUNT NUMBER  
5391

ACCOUNT ADDRESS  
100 Main St  
Frisco, CO

TAX RETURN  
Oct 21- Lodging Tax (160772)

DATE FILED  
November 3, 2021

Amount Due:

\$36.75

**PAY NOW \$36.75**

- 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 if the taxes are filed after 20<sup>th</sup> of th Month.
- 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 to fix any numbers entered incorrectly.
- When you are finished Click on the button that says: "File Return".
- Click on the green button that says "PAY NOW" to ADD the Bill to the Cart.

## STEP 4: Cart Checkout

### Bill Cart

Cart Contents

<p><b>Town of Frisco</b> Tax - Business Tax - Online</p> <p>Remove   Full Amount</p> <hr/> <p>Remove All   Add More Bills to the Cart ←</p>	<p>ACCOUNT #: *****</p>	<p>DUE:</p>	<p>AMOUNT: 36.77</p>
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### Cart Summary

**Total Amount:**  
**\$36.77**

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PAY NOW

SCHEDULE PAYMENT ON

Date: 9/1/2020

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**Proceed to Checkout**

If this is the only bill you want to pay, select **“Proceed to Checkout.”** If there are additional bills you wish to pay, select **“Add More Bills to the Cart.”**

When you select **“Proceed to Checkout”** you will then be able to choose which type of **payment method** you wish to use. For tax filings you can pay by electronic funds transfer (EFT) from a checking or savings account. You can also schedule a payment on certain date.

### Checkout

Payment Options

Accepted Pay Method(s)

Select Pay Method

Select Pay Method

Payment Details

**Payment Amount:**  
**\$36.77**

Please select a pay method.

**Review and Confirm**

Receipt Options

Email: johndoe@email.com

+ Add New Email

If the billing organization that you are paying accepts both forms of payment, you can choose a previously saved method, add a new method, or delete an old one by selecting under **“Select Pay Method”** at the top of the screen.

## STEP 5: Cart Checkout

Enter the information for each field on the “Select Pay Method” screen.

### Bank Account

#### Checkout

Payment Options

Accepted Pay Method(s)



Select Pay Method

Select Pay Method

**Add New Payment Method**

Payment Type

Bank Account (Recommended)

Checking Personal

Routing Number: 124000054 ZB, N.A. DSA ZIONS BANK

Account Number: 123456 Verify Account Number: 123456

Need Help? 

**Billing Information**

First Name: John Last Name: Doe

Address: 123 Any Street City: Anytown

State: Arizona ZIP: 85203

**Contact Information**

Phone Number: (123) 456-7891 Email Address: johndoe@gmail.com



Payment Amount: \$1.00

Payment Details

Payment Amount:

## \$36.77

Please select a pay method.

Review and Confirm

If you elect to pay with a **bank account from checking**, please be certain that you enter the routing number from a check. The routing number from a deposit slip is **NOT** valid and the payment will be returned.

## STEP 6: Payment Receipt

With a successful payment, a green “**SUCCESS!**” message will display. If the payment is unsuccessful for any reason, you will receive a message stating why the payment was unsuccessful. You may print the receipt for your records by clicking the printer image in the upper right corner. You may select “**Back to Home**” to be returned to the “**Accounts**” screen.

[« Back to Home](#)
 

# SUCCESS!

Your payment has been submitted.  
Here is your receipt.

25 July 2016 @ 12:24PM

Item	Amount
<a href="#">Anytown Utility for #12345 at 123 Any Street</a> Confirmation Number: 1234 Transaction Number: 1234PT Pay Method: Visa *****1111	\$36.77
<b>Total</b>	<b>\$36.77</b>

An email receipt was sent to johndoe@email.com.

[Pay Another Bill](#)