

## Breckenridge Online Sales Tax Payment Procedure

**Before you begin you will need your account number and PIN number, and your routing and bank account number from your business checking account.**

**AS IN THE PAST, WE CANNOT ACCEPT CREDIT CARD PAYMENTS FOR SALES TAX.**

### STEPS FOR LOGGING IN THE FIRST TIME AND CREATING AN XPRESS BILL PAY ACCOUNT

**TIP: If you use Xpress Bill Pay to pay your Breckenridge Water Bill, you will already have a login SKIP TO THE NEXT BOX**

1. Login to xpressbillpay.com & Create a login or use your current login
2. Select Add New Bill or Click to Add Billing Organizations Near you: Town of Breckenridge CO
3. Select Business Tax – Online
4. Enter your account number from your letter and the PIN number
5. Click on
6. PLEASE WAIT A FEW MOMENTS FOR YOUR ACCOUNT TO LOAD THE FIRST TIME. This will interface with our live accounting system, and bring you up-to-date information on your tax filings.
7. If the Account number and PIN match our system you will see your account. You can add as many accounts as you need.
8. Select File Taxes (skip the next box)
9. You will now see the Tax Files screen

**If you already have an Xpress Bill Pay Account - Login & Select  then**

10. From the Unfiled Taxes drop down box, select the return you would like to file. This drop down will show all past non-filed returns as well as future. **Note: The Filed Taxes drop down will show all taxes filed with the Town of Breckenridge since October 2010.**
11. You will now see the return fill in form **TIP: USE THE TAB BUTTON TO NAVIGATE THROUGH THE FORM. HITTING ENTER WILL CALCULATE THE FORM AND TAKE YOU TO THE REVIEW SCREEN. BOXES ON THE LEFT ARE FOR NOTATIONS. PLEASE MAKE NOTATIONS OF WHAT YOU ARE DEDUCTING. BOXES ON THE RIGHT ARE TO FILL IN. This form will calculate the return.**
12. If you are filing for a short-term rental you must fill in either Group 6A or FIT 6B for Accommodations tax: Group is for Group Business meaning a group booked the unit, and may or may not have had a group discount. FIT is Free and Independent Traveler and is what should be used for most rentals as it is usually for a single unit rental. Please feel free to break down and use both categories as necessary.
13. Once you are finished entering your numbers select   
**TIP: If you press enter before completing the form select  and it will take you back to the entry form.**
14. Carefully review your return. If correct select
15. You will receive a warning. If you are ready to file and pay select OK.
16. Select Pay now **Note:** This amount is only the amount for *this* return.
17. If you owe for past due tax you may add it into the Item Amount box for payment and then click on Update Cart. Otherwise, select Continue. **Note:** If you choose to pay less, please remember that your return is not filed timely until payment has been made; any unpaid balance continues to accrue interest until paid in full.
18. **PLEASE DO NOT USE THE CREDIT CARD OPTION.**  
Fill in the applicable payment information be sure to check Save This Payment Information, so you only need to enter all of this information once.  
**TIP: You enter both the routing number and account number twice.**  
Once you have entered all the information select continue. You can enter several checking accounts if you use different accounts for different businesses.
19. You will now have an opportunity to review. Select Complete Payment again.
20. Save your receipt as a pdf to your computer for your records.
21. Be sure to log out when you are finished.  
*Thank you for filing your return online.*  
For technical questions contact Xpress Bill Pay Technical support 800.766.2350  
For Town of Breckenridge specific questions call 970-453-3182