



Finance Department
Sales/Use Tax
Division

City of Cañon City

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2019 ON-LINE FILING NOTIFICATION

MANDATORY ON-LINE SALES & USE TAX RETURN FILING

As of January 1, 2019, the City of Cañon City will require all sales/use tax returns to be filed and paid online.

To file your return and pay your taxes, go to the City of Cañon City web site at www.canoncity.org.

1) Click on the "**Sales Tax Payment**" link which will direct you to the City of Cañon City's on-line system whereby you can log in and complete the sales/use tax return.

2) LOGIN - If you have not logged on before, an initial user ID and Password has been set up for your account as follows:

City Code: (5-digit license number; exclude the ".1")

Password: (Enter either the building number in your business address, or simply "PO" if you use a PO Box for your business mailing address)

Example: **City Code:** - If your City Sales Tax License Number is 02345.1, enter 02345

Password: - If your Business location address is 123 Main Street, enter 123
If your Business location address is PO BOX 345, enter PO

3) Once you have logged in, click on "**File a Tax Return**" on the left side of the screen.

4) Click "**Continue.**"

5) Choose the Filing period End Date and click "**Submit.**"

6) Fill out the Tax Return, enter your name in the Signature field and click "**Save Form.**"

7) **If there is NOT a payment due**

a) Choose "**No Payment Due, Submit Form as Complete**"

b) Click "**Continue.**"

c) Choose "**Confirm the Form Is Complete**"

d) Click "**Confirm.**" This completes your return if you do not have a payment due.

8) **If there IS a payment due**

a) Choose "**Make online Payment (Point and Pay)**"

b) Click "**Continue.**"

c) Double check the payment amount, if it is correct, click "**Go to Point and Pay Website.**" You will be redirected to Point and Pay's web site to complete payment. Once you have made payment your return is complete.

Payment: - There are two ways to pay, either by E-check or Credit/Debit Card.

E-check - There is a \$1 fee for payment with an E-check. If you choose to pay by E-check you must contact your bank and give authorization for the City of Cañon City to make an ACH withdrawal. You may also need to provide your bank with the City of Cañon City's ACH origination number 3333308324. You should only have to contact your bank the first time you pay by E-check. YOU MUST ENTER THE CORRECT ROUTING & ACCOUNT NUMBER. IF YOUR CHECK IS RETURNED, YOU WILL INCUR A RETURNED CHECK CHARGE.

Credit/Debit Cards - There is a minimum fee of \$2 or 2.5% of the amount due (whichever is greater).

Thank you,

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