

# Filing a Sales Tax Return in MUNIRevs

1. Login at <https://vail.munirevs.com>
2. A sales tax return form is available to file online after the period has ended
3. You will see the available sales tax returns under your open tasks. Click on the Submit Sales Tax Return for each business you are ready to file:

## OPEN TASKS 1

Test Business 1
<b>Sales Tax Return</b>
▶ <a href="#">Submit Sales Tax Return (new)</a>

4. Enter your gross sales & service, deductions and any additional sales tax collected. Only yellow colored fields are available to edit. The white fields will auto calculate based on your entry.

## THE TOWN OF VAIL

### Sales Tax Return

008246

Test Business 1

Period: 10/01/2019 Due: 11/20/2019 Current Time: 11/08/2019 11/08/2019 Late: NO

<b>1</b>	Gross Sales & Service *		200.00
<b>2A</b>	Add: Bad Debts Collected		
<b>2B</b>	<b>Total 1 + 2A</b>		200.00
<b>3A</b>	Non-Taxable Service Sales (Included in Item 1 Above)	0.00	
<b>3B</b>	Sales to Other Licensed Dealers for Purposes of Taxable Resale		

5. **NEW TO THE TAX RETURN:** At the bottom of your tax return, the town has added a **voluntary** field to collect sales data for specific dates and events. The Town is asking those able to report their sales data by certain dates to provide total sales for these periods. This allows us to track and analyze the economic impact of various events/dates to better serve the business community.

Event *	Date *	Days *	Total Retail Sales *
Film Festival	10/11/2019 - 10/13/2019	3	200
Beer Festival	10/18/2019 - 10/21/2019	4	

6. Once complete, sign and submit your return. If you need to return to the form later to complete, select save and return to the business center.

Name (as electronic signature) *	Title *	Date *
Alex Jakubiec	Accountant	11/08/2019 12:56:42

[Save and Return to Business Center](#)

[Submit](#)

7. After submitting the form, you will be shown a cart with the balance due. It is important when filing a \$0.00 return, that you select the payment method to complete the sales tax return.

Cart Items

NOTE - if you have a **Zero Amount Due**, you **MUST** click the **Payment Method** button below to proceed to the **Zero Cost Checkout** to properly complete your form.

Sales Tax <a href="#">(remove)</a>	due	\$ 0.00
Test Business 1	11/20/19	
Total (US Dollars)		\$ 0.00

[Back to Business Center](#) [Payment Method](#)

8. If you are filing more than one sales tax return, do not proceed to the payment method until you have filed all returns to be paid. Select back to the business center to file additional returns. Once you have filed the last return to be paid, all returns should show in the cart. You can then proceed to the payment method in order to pay all returns at one time. Once you have submitted all tax returns, the balances should show in your cart. You are ready click the payment method button:

[Payment Method](#)

9. In the next screen, select your payment method and then select complete transaction. This will direct you to the payment processor's website to enter your payment details. **You must fully complete the payment.** Any missing or incomplete payments may be subject to late fees, penalties, interest and NSF fees.