



CITY OF LONE TREE

# ONLINE SALES AND USE TAX FILING AND PAYMENT

Instructions for First Time Users

1 Go to [www.xpressbillpay.com](http://www.xpressbillpay.com)

## XPRESSBillPay.com Homepage

First time users need to set up their account with Xpress Bill Pay. Click "Go"



If you already have an Xpress Bill Pay account, Login here.



Merchant Login



[About Us](#)   [Security](#)   [Frequently Asked Questions](#)   [Contact Us](#)

**▶ New to Xpress Bill Pay?**  
Register, and Start Paying Your Bills Now!

**▶ Registered User Login** 

Email Address:

Password:

[Forgot your password?](#)

**Xpress Bill Pay** provides *Fast, Secure* and *Convenient* online bill payment solutions. Now you can manage your entire bill payment process online anytime, anywhere you have Internet availability.

- **Fast** – no envelopes, stamps or hassles, bills are paid in minutes
- **Secure** – we use the same high level of security as the leading online banking and financial service sites
- **Convenient** – email reminders tell you when bills arrive, are due and paid - you can also set auto pay and not worry about them again



TESTED DAILY 9-APR



PCI Compliance Information



*Save Time and Money using Xpress Bill Pay for your company!*

✓ **World class bill payment solutions with world class customer service!**  
*Xpress Bill Pay's goal is to become the one-stop shop to manage all of your online bill payment needs.*

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# 2 Set Up New Account Information



**New Account Setup**

*Have you already setup an account?*

⚠ *Need to update your email address?* Don't create a new account! Simply login to your current account, click "My Information" and update your email login.

⚠ *Forgot your password?* Don't create a new account! Click [HERE](#) to have your password sent to you.

\* Denotes a required field.

First Name: \*  Last Name: \*

Address: \*  City: \*

State: \*  Zip: \*

Phone: \*


Email Address: \*   
(Your e-mail address will be your Login ID)

Confirm Email: \*   
(You can change your Login ID at any time by clicking "My Information")

Create a Password: \*  Confirm Password: \*

**The password must:**

- be at least 7 characters long
- contain at least one alpha character
- contain at least one number
- not contain any spaces

I'm not a robot  [Privacy](#) - [Terms](#)

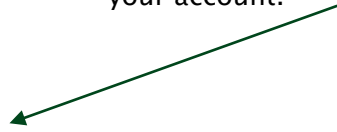
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**Terms and Conditions:**

Please read the Privacy Policy and Terms & Conditions by clicking below. They contain important information concerning the privacy and security of your information. You must agree to the Privacy Policy and Terms & Conditions to continue.

I have read and agree to the Terms & Conditions and Privacy Policy

Fill-in required information to set up your account.



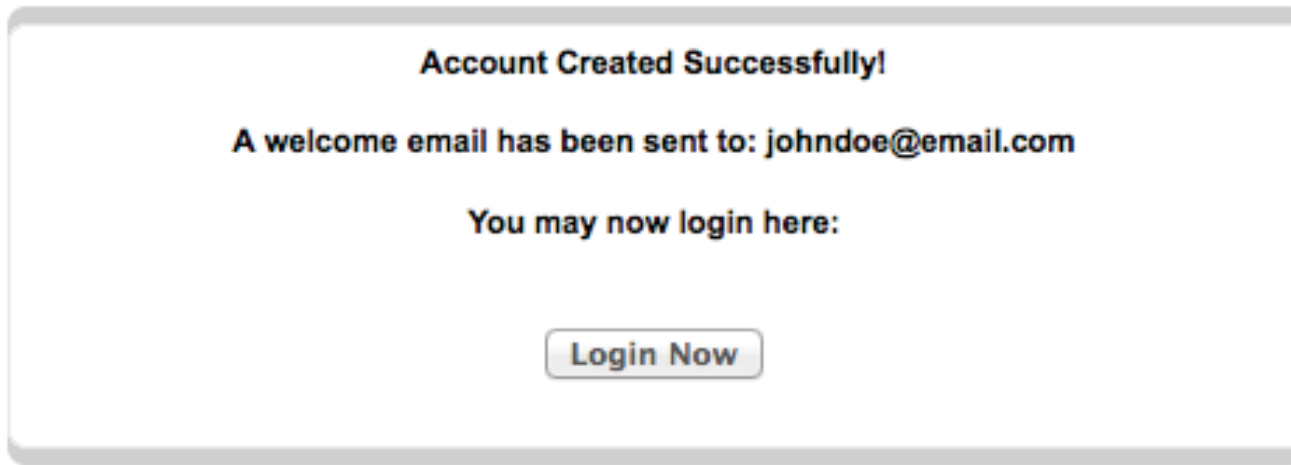
Click that you are not a robot.



Accept the terms and conditions and click "Continue".



### 3 Account Creation



Your account has now been created. Click the "Login Now" to access your account.



# 4 Locate Billing Organization



**Navigation**

- Home
- Add New eBills
- View Xpress Cart
- Xpress Cart Checkout
- Xpress Wallet
- Auto Pays
- Auto Pay Schedule
- Transaction History
- eBill History
- Edit Contact Information
- Help
- Contact Us

Logout

**Search for an eBill Provider by Name**

<< Back

Below are organizations that are close to the zip code you entered. If you do not see your organization here, try searching by name.

**Select your Billing Organization**

Organization	City	State	Zip
<b>▶ SELECT</b> City of Lone Tree	Lone Tree	CO	80124

**Search Billing Organizations**

Enter the name, city, state or zip code of the organization:

**\* Can't find the company you are looking for?**  
View all organizations or make a request for your organization.

Select your Billing Organization by typing in their name, city, state or zip code.

(for example: "City of Lone Tree", "CO" or "80124")



# 5 Locate Tax Return

*Locate eBill Information*

**Step 1:** Enter your *City of Lone Tree* Account Number as it appears on your bill.

Bill Type: \*  Business Tax - Online

Account Number: \*

**Step 2:** Enter the PIN.

PIN: \*

If you do not know your PIN, please contact City of Lone Tree at 303-708-1818.

<< Back Locate Account >>

Account numbers are in **xxxxx** format (leading 0 can be omitted) and PIN numbers are in **xxxxx** format.

Select Bill Type: Business Tax, License Application, or License Renewal

Note: Please call the City of Lone Tree at 303-708-1818 to obtain your PIN.



# 5a Locate Tax Return (Continued)

Click "File Taxes" to view filed and unfiled tax returns

*Business Tax Accounts for Xpress Demo*

Select	File Taxes	Your account number Business Tax Account	Your name Account Name
	<input type="button" value="- File Taxes -"/>	1510	Anycity Inn

Select the tax returns that you would like to view from the drop down menus.

Select "Unfiled Taxes" to file a new return.      Select "Filed Taxes" to view previous returns.

*Tax Form*

**Business:** Anycity Inn (1510)  
**Address:** 1860 N Main St  
Anycity, UT 88888

**Unfiled Taxes**      **Filed Taxes**

▼       ▼



# 6 File Return

APRIL 2014 Tax Form

<< All Returns

Gross Rents:	\$	<input type="text" value="10.00"/>
Less Allowable Deductions:	\$	<input type="text" value="2.00"/>
Taxable Rents (Line 1 - Line 2):		-----
Tax Rate:		-----
Tax (Line 3 x Line 4):		-----
Excess Tax Collected:	\$	<input type="text" value="5.00"/>
Total Tax (Line 5 + Line 6):		-----
Less Collection Fee (Line 7 x 5%):	\$	<input type="text" value="0.27"/>
Tax Due (Line 7 - Line 8):		-----

Calculate Return

Note: Lone Tree does not allow a Collection Fee deduction.



To file your return select the correct tax form from the drop down under "Unfiled Taxes". Enter in the necessary information and click "Calculate Return".





## 6a File Return (Continued)

**APRIL 2014 Tax Form**

<< Make Changes      Save Without Filing      File Return  
(You can pay after you file.)

Gross Rents:	10.00
Less Allowable Deductions:	2.00
Taxable Rents (Line 1 - Line 2):	8.00
Tax Rate:	0.06
Tax (Line 3 x Line 4):	0.48
Excess Tax Collected:	5.00
Total Tax (Line 5 + Line 6):	5.48
Less Collection Fee (Line 7 x 5%):	0.27
Tax Due (Line 7 - Line 8):	5.21


<< Make Changes      Save Without Filing      File Return  
(You can pay after you file.)

You may save the form without filing or click “File Return” to submit the form. You will be able to view the filed return and make a payment.



# 7 Verify

**APRIL 2014 Tax Form**

<< All Returns Printer Format 

**Tax Organization:** Xpress Demo  
**Business:** Anycity Inn (1510)  
**Address:** 1860 N Main St  
Anycity, UT 88888

**Tax Return:** APRIL 2014 (5047)  
**Date Filed:** December 19, 2014

**Amount Due:** **\$5.21**

Gross Rents:	\$10.00
Less Allowable Deductions:	\$2.00
Taxable Rents (Line 1 - Line 2):	\$8.00
Tax Rate:	\$0.06
Tax (Line 3 x Line 4):	\$0.48
Excess Tax Collected:	\$5.00
Total Tax (Line 5 + Line 6):	\$5.48
Less Collection Fee (Line 7 x 5%):	\$0.27
Tax Due (Line 7 - Line 8):	\$5.21

You are presented with the filed return, you may click “Pay Now” to review and enter payment information.



# 7a Verify (Continued)

Step 1 Xpress Cart    Step 2 Cart Checkout    Step 3 Confirmation

- ▶ The "Quantity" can be changed if it appears in a box.
- ▶ The "Item Amount" can be changed if it appears in a box.
- ▶ Make sure to click "Update" to save your changes.

Del	Account #	Return	Item	Item Amount	Extended Amount
✗	1510	5047	APRIL 2014 Tax Return	\$ 5.21	\$5.21

Empty Cart **TOTAL: \$5.21**

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<< Add More Items      Update Cart      Continue >>

If this is the only bill that you want to pay select "Continue". If there are additional bills with this same organization, select "Add More Items". Because each organization maintains the merchant account that is required to accept electronic payments, you cannot add bills for different organizations to the same cart.

When you select "Continue" you are taken to the cart checkout screen.



# 8 Xpress Cart

You can select the payment type: electronic funds transfer from checking or savings account or Credit/Debit/Check Card payment . The City accepts Visa, MasterCard and Discover.

EFT and Credit/Debit Check Card are the only payment options available for the City of Lone Tree at this time.

There is no charge for EFT.

There is a 2.3% fee added for Credit/Debit Check Card payments.

Step 1 Xpress Cart    Step 2 Cart Checkout    Step 3 Confirmation

**Order Subtotal: \$122.69**

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**Payment Method**

eCheck/Electronic Fund Transfer (EFT):     ←

Credit/Debit/Check Card:

Bill Float:  *Get More Time to Pay this Bill!*

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**Billing Information**

\* Denotes a required field.

First/Company Name: \*

Last Name:

Street Address: \*

City: \*     State: \*     Zip: \*

Phone:

E-Mail:  (enter if you want a payment receipt)

**Please Note:** The billing name and address must match the mailing address of the Credit Card or Bank Account.



# 9 Payment Method

**Banking Account Information**

**Checking Account**

: 120002024 : 87884884 \* 7884

Bank Routing Number      Bank Account Number

**Verify your information. Make sure you DO NOT include the check number in your account number entry.**

Account Type: \*  Checking  Savings      Personal or Business: \*  Personal  Business

Routing Number: \* :  :      Verify Routing Number: \* :  :

**Notice1:** DO NOT use the Routing Number from your deposit slip! You must use the number from your check.


**Notice2:** Personal bank accounts list the routing number first and account number second. Business accounts will list account number first and the routing number second.

Account Number: \*  ||"      Verify Account Number: \*  ||"

Bank Name: \*

Save this payment information.

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**EFT TERMS AND CONDITIONS** Printer Format 

By submitting this form I declare that I am authorized to conduct transactions for the bank account listed above. I authorize the bank to debit that bank account for payment(s) of the indicated Eagle Mountain City billing account.

I understand that Eagle Mountain City will post this transaction on the account listed above as a

Enter the required information on the payment screen. If you elect to pay with an electronic funds transfer 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.



# 9a Payment Method (Continued)

## Billing Information

\* Denotes a required field.

First/Company Name: \*

Last Name:

Street Address: \*

City: \*  State: \*  Zip: \*

Phone:

E-Mail:  (enter if you want a payment receipt)

**Please Note:** The billing name and address must match the mailing address of the Credit Card or Bank Account.

## Credit Card Information

▶ Eagle Mountain City accepts the following credit cards:



Enter credit card information below:

Credit Card Number: \*

Expiration: \*  \*

CCV Number: \*

Save this payment information.

<< Back

Continue >>

NOTE: Use this section for Credit/Debit Card payments



When billing information has been entered completely, select "Continue".



CITY OF LONE TREE

# 10 Complete Payment

Step 1 Xpress Cart    Step 2 Cart Checkout    Step 3 Confirmation


**Review & Confirm Your Order**

Items	Totals
APRIL 2014 Tax Return	\$5.21

Total Payment Amount: **\$5.21**

Billing Name: John Doe  
Billing Address: 1234 Any Street  
Anytown, AZ 85253  
Billing Phone: 480-123-4567  
Account/Reference Number(s): 1510

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Payment Type: Credit/Debit/ATM Card      
Card Type: Visa  
Card Number: XXXX-XXXX-XXXX-1111  
Expiration: 02 / 2015

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Only Click the Complete Payment Button ONCE.

Check the amount that you intend to pay, the account numbers, etc. and select "Complete Payment". If any of the information is incorrect select "Step 2" to go back.



# 10a Complete Payment (Continued)



CITY OF LONE TREE

City of Lone Tree  
9220 Kimmer Dr., Suite 100  
Lone Tree, CO 80124  
(303) 708-1818  
Sales & Use Tax

▶ Transaction detail for payment to		City of Lone Tree	Date: 05/22/2012 - 9:50:26 AM	
Transaction Number: 15446996PT Visa — XXXX-XXXX-XXXX-3688 Status: <i>Successful</i>				
Description	Reference #	Amt per Item	# Items	Total Amt
Sales & Use Tax	108946001	\$122.69	1	<b>\$122.69</b>

**Billing Information**  
John Doe  
1234 Any Street  
Eagle Mountain, UT 84005  
8012345678  
johndoe@email.com

<b>Total Paid:</b>	<b>\$122.69</b>
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Payment Service Provided By [www.xpressbillpay.com](http://www.xpressbillpay.com)

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With a successful payment, the above screen will be displayed. If the payment is unsuccessful for any reason, the green background will be red and the reason for the failed transaction will be displayed. "Print" the receipt for your records and select "Close". You will be returned to the "Manage My eBills" home page.



CITY OF LONE TREE



Congratulations – You are now ready to enjoy the speed and convenience of filing and paying your City of Lone Tree sales and use taxes online using **Xpress** Bill Pay.

If you have any questions or encounter any problems using the online system, please call the Finance Department at the City of Lone Tree at (303) 708-1818.



CITY OF LONE TREE