

City of Lone Tree

Online Sales/Use Tax Filing Instructions for Using XpressBillPay



CITY OF LONE TREE

Browser address bar: <https://www.xpressbillpay.com/#/register>

Navigation links: [MERCHANT LOGIN](#) [USER LOGIN](#) [SIGN UP](#)

Menu: [ABOUT US](#) [SECURITY](#) [CONTACT US](#) [FAQ](#) [FOR MERCHANTS](#)

THE TRUSTED WAY TO PAY

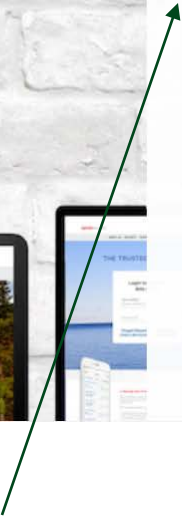
NEW TO XPRESS BILL PAY?
Create an Account to Pay Your Bills Online

EMAIL
Enter your email

CREATE A PASSWORD
Create a password

CONFIRM YOUR PASSWORD
Confirm your password

☐ I'm not a robot



First Time Users – Create Your Account



CITY OF LONE TREE

https://www.xpressbillpay.com/customer/#/bill-add

File Edit View Favorites Tools Help

Down... Well... Sugg... City... Corp... Empl... ESPN... myAi... Xpre...

Xpress BILL PAY

ADD ACCOUNT ACCOUNTS AUTO PAYS XPRESS WALLET HISTORY

Sample CO Sales R Us

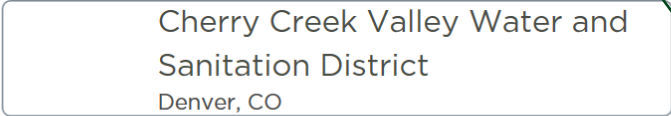
Add New Account

Step 1 of 3

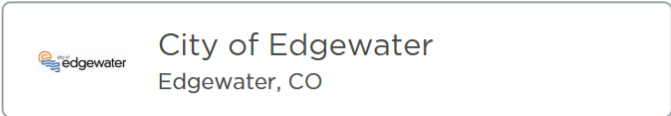
Find your billing organization:

Enter Biller's Name, City, State or Zip

Billing organizations near your address (7):



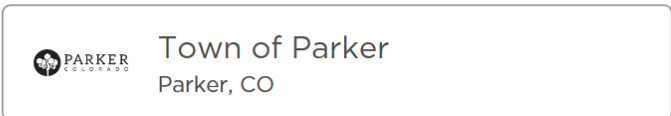
Cherry Creek Valley Water and Sanitation District
Denver, CO



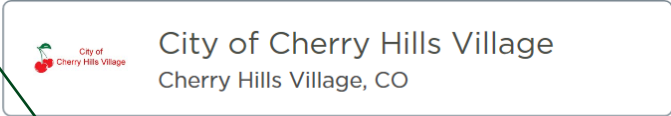
City of Edgewater
Edgewater, CO



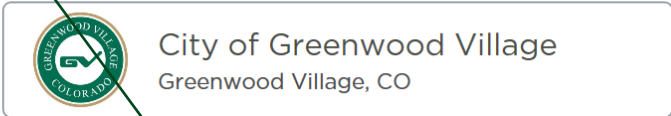
Ken-Caryl Ranch Water & Sanitation District
Littleton, CO



Town of Parker
Parker, CO



City of Cherry Hills Village
Cherry Hills Village, CO



City of Greenwood Village
Greenwood Village, CO

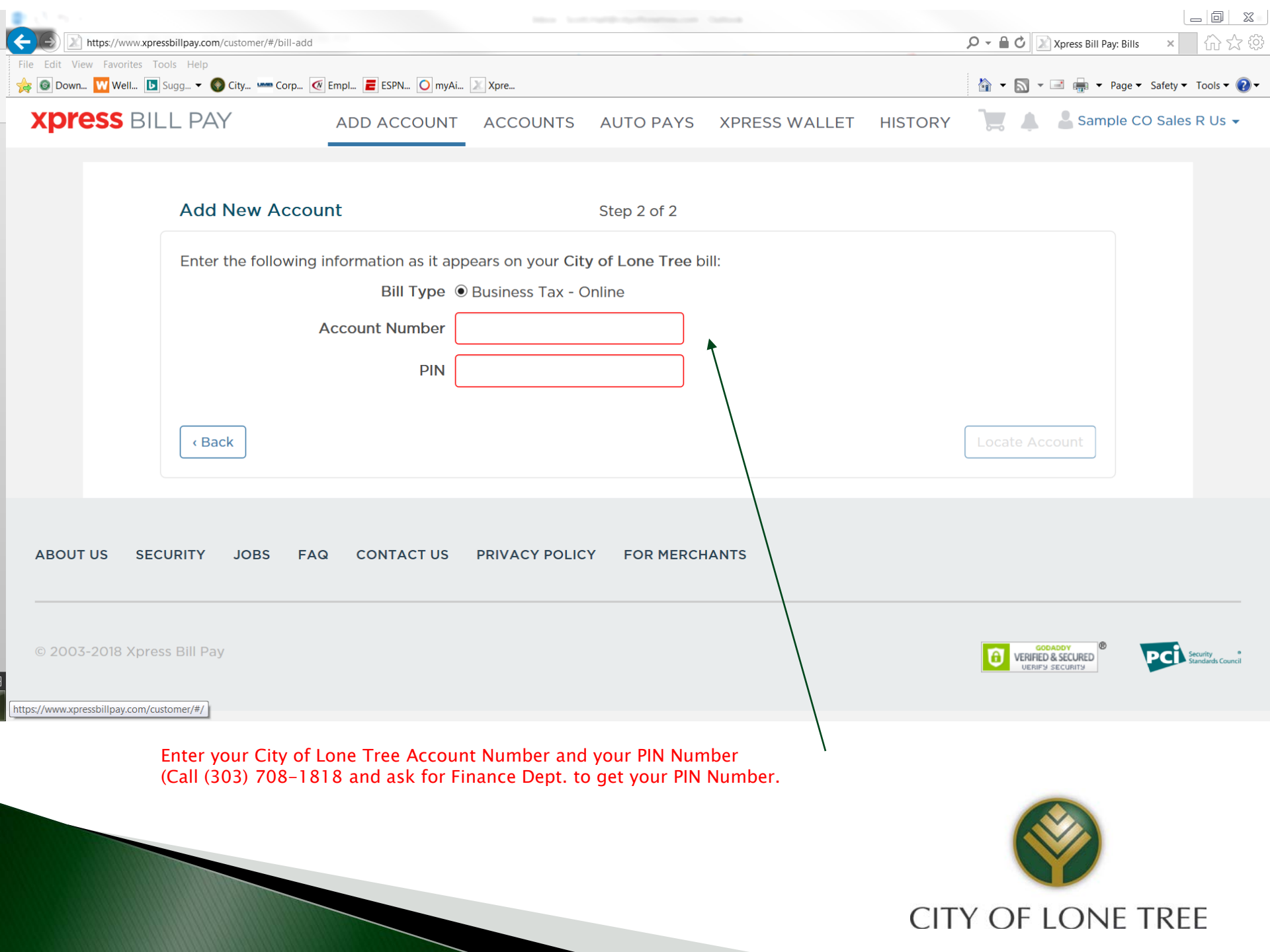


City of Lone Tree
Lone Tree, CO

After creating your account – Go to Add Account and Search for City of Lone Tree CO



CITY OF LONE TREE



Add New Account

Step 2 of 2

Enter the following information as it appears on your City of Lone Tree bill:

Bill Type ☒ Business Tax - Online

Account Number

PIN

Back

Locate Account

Enter your City of Lone Tree Account Number and your PIN Number
(Call (303) 708-1818 and ask for Finance Dept. to get your PIN Number.)



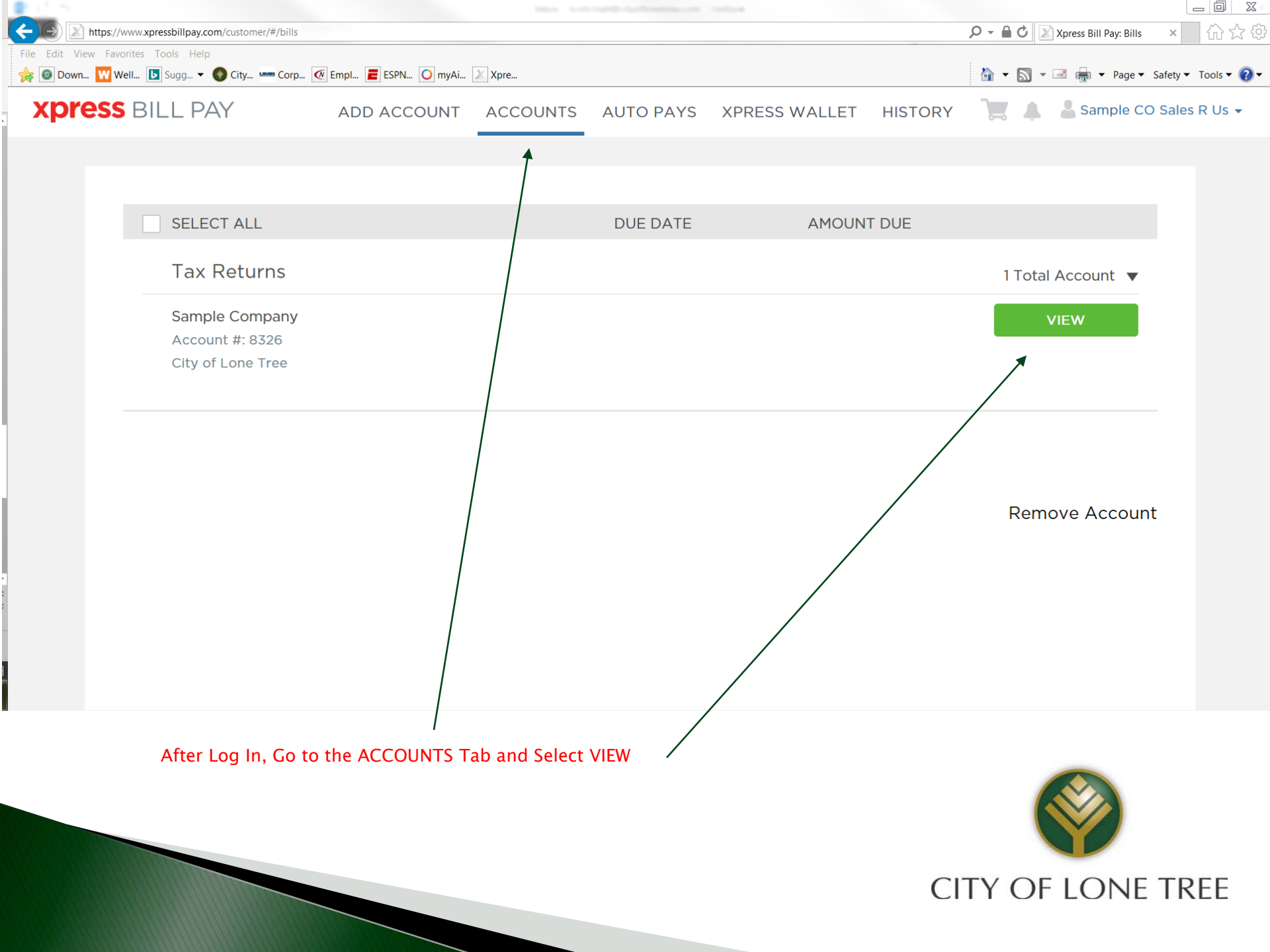
After you add the City of Lone Tree, you should see a screen that says:

“You Have Successfully Added the City of Lone Tree, CO Account”

Escape out and return to the XpressBillPay.Com Log In Screen.



CITY OF LONE TREE



After Log In, Go to the ACCOUNTS Tab and Select VIEW



CITY OF LONE TREE



CITY OF LONE TREE

ACCOUNT NAME

Sample Company

ACCOUNT #

8326

ACCOUNT ADDRESS

8401 Park Meadows Center

Drive

Lone Tree, CO

Remove Account

City of Lone Tree

9220 Kimmer Drive, Suite 100
Lone Tree, CO 80124

Unfiled Taxes

1/31/2018

Filed Taxes

1/31/2019

Select the Return Period from the Unfiled Taxes box to file a return.



CITY OF LONE TREE

https://www.xpressbillpay.com/customer/#/tax-accounts/1394242/returns/210666

Xpress Bill Pay: Bills

File Edit View Favorites Tools Help

Down... Well... Sugg... City... Corp... Empl... ESPN... myAi... Xpre...

xpress BILL PAY

ADD ACCOUNTACCOUNTSAUTO PAYSXPRESS WALLETHISTORY

Sample CO Sales R Us

Total Gross Sales for Tax Period

0

Bad Debts Collected

0

Total Of Lines 1 & 2A

0

Non-Taxable Service Sales

0

Sales To Other Licensed Dealers For Purpose Of Taxable Resale

0

Sales Shipped Out Of City And/Or State

0

Bad Debts Charged Off (On Which City Sales Tax Has Been Paid)

0

Trade-Ins For Taxable Resale

0

Sales Of Gasoline And Cigarettes

0

Sales To Governmental, Religous, And Charitable Organizations

0

TAX ORGANIZATION

City of Lone Tree

ACCOUNT NAME

Sample Company

ACCOUNT NUMBER

8326

ACCOUNT ADDRESS

8401 Park Meadows Center Drive

Lone Tree, CO

Save Without Filing

File Return

Enter return amounts in the boxes.

Review amounts for accuracy and then click File Return.



CITY OF LONE TREE

https://www.xpressbillpay.com/customer/#/tax-accounts/1394242/returns/210666

Xpress Bill Pay: Bills

File Edit View Favorites Tools Help

Down... Well... Sugg... City... Corp... Empl... ESPN... myAi... Xpre...

Home RSS Mail Print Page Safety Tools

xpress BILL PAY

ADD ACCOUNTACCOUNTSAUTO PAYSEXPRESS WALLETHISTORY

Sample CO Sales R Us

Total Gross Sales for Tax Period	1
Bad Debts Collected	0
Total Of Lines 1 & 2A	1
Non-Taxable Service Sales	0
Sales To Other Licensed Dealers For Purpose Of Taxable Resale	0
Sales Shipped Out Of City And/Or State	0
Bad Debts Charged Off (On Which City Sales Tax Has Been Paid)	0
Trade-Ins For Taxable Resale	0
Sales Of Gasoline And Cigarettes	0
Sales To Governmental, Religious, And Charitable Organizations	0
Returned Goods	0
Prescription Drugs / Prosthetic Devices	0
Other Deductions	0

TAX ORGANIZATION
City of Lone Tree

ACCOUNT NAME
Sample Company

ACCOUNT NUMBER
8326

ACCOUNT ADDRESS
8401 Park Meadows Center Drive
Lone Tree, CO

DATE FILED
July 20, 2018

Amount Due:
\$0.02

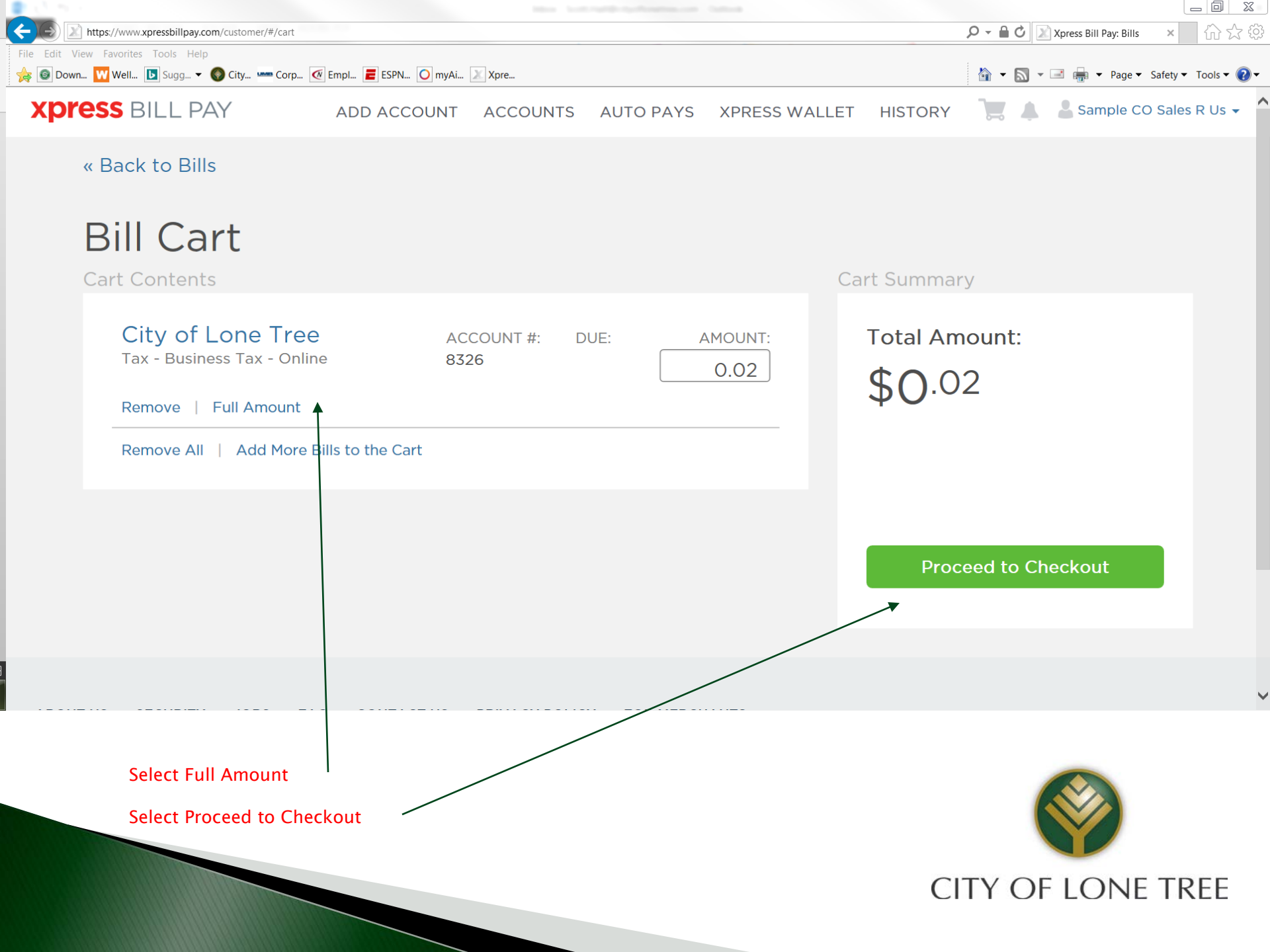
PAY NOW \$0.02

You can Print a copy of the return and a receipt here.

After Filing Return you can make payment by clicking PAY NOW.



CITY OF LONE TREE



« Back to Bills

Bill Cart

Cart Contents

City of Lone Tree

Tax - Business Tax - Online

ACCOUNT #:

8326

DUE:

AMOUNT:

0.02

Remove | Full Amount

Remove All | Add More Bills to the Cart

Cart Summary

Total Amount:

\$0.02

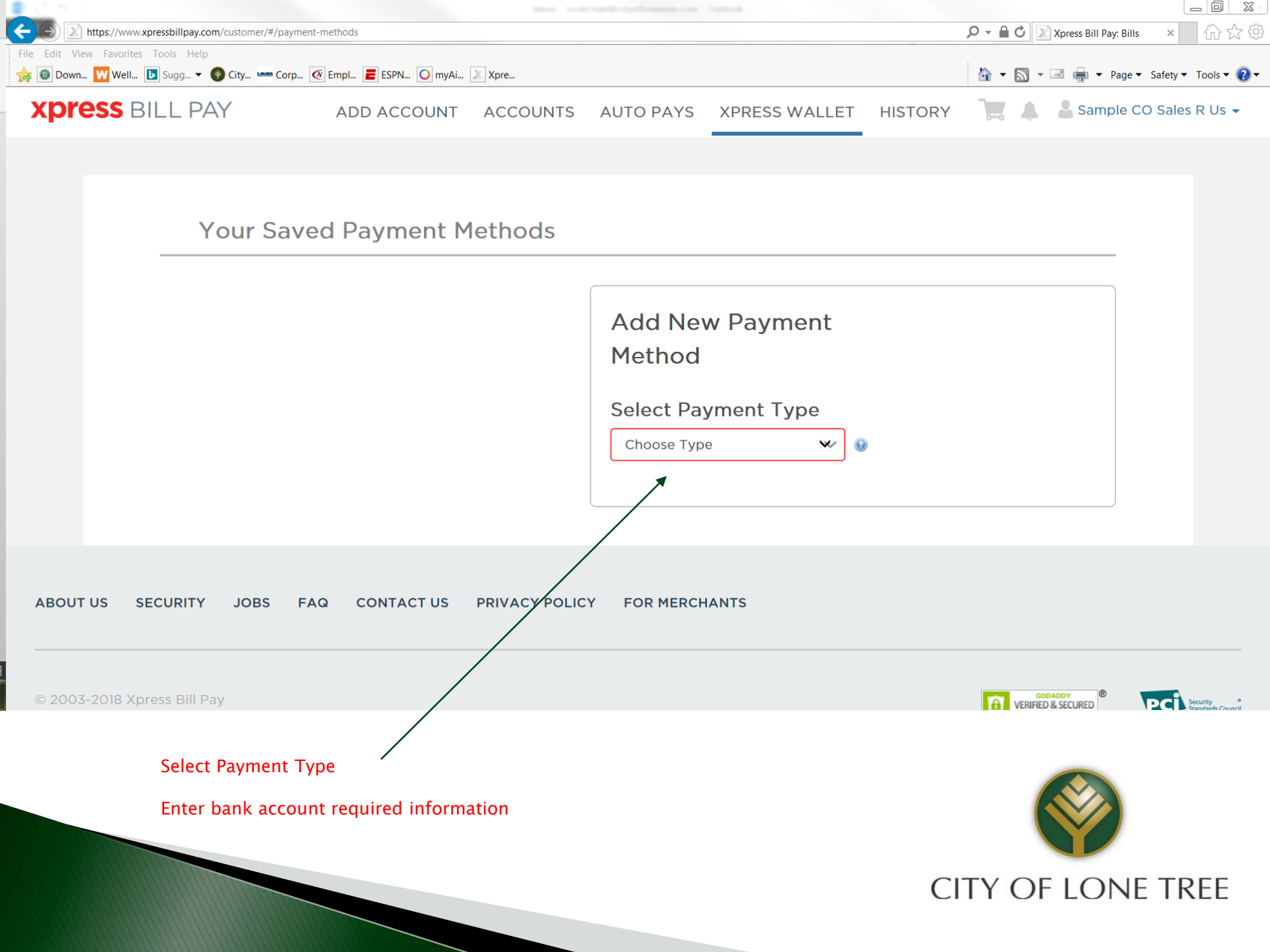
Proceed to Checkout

Select Full Amount

Select Proceed to Checkout



CITY OF LONE TREE

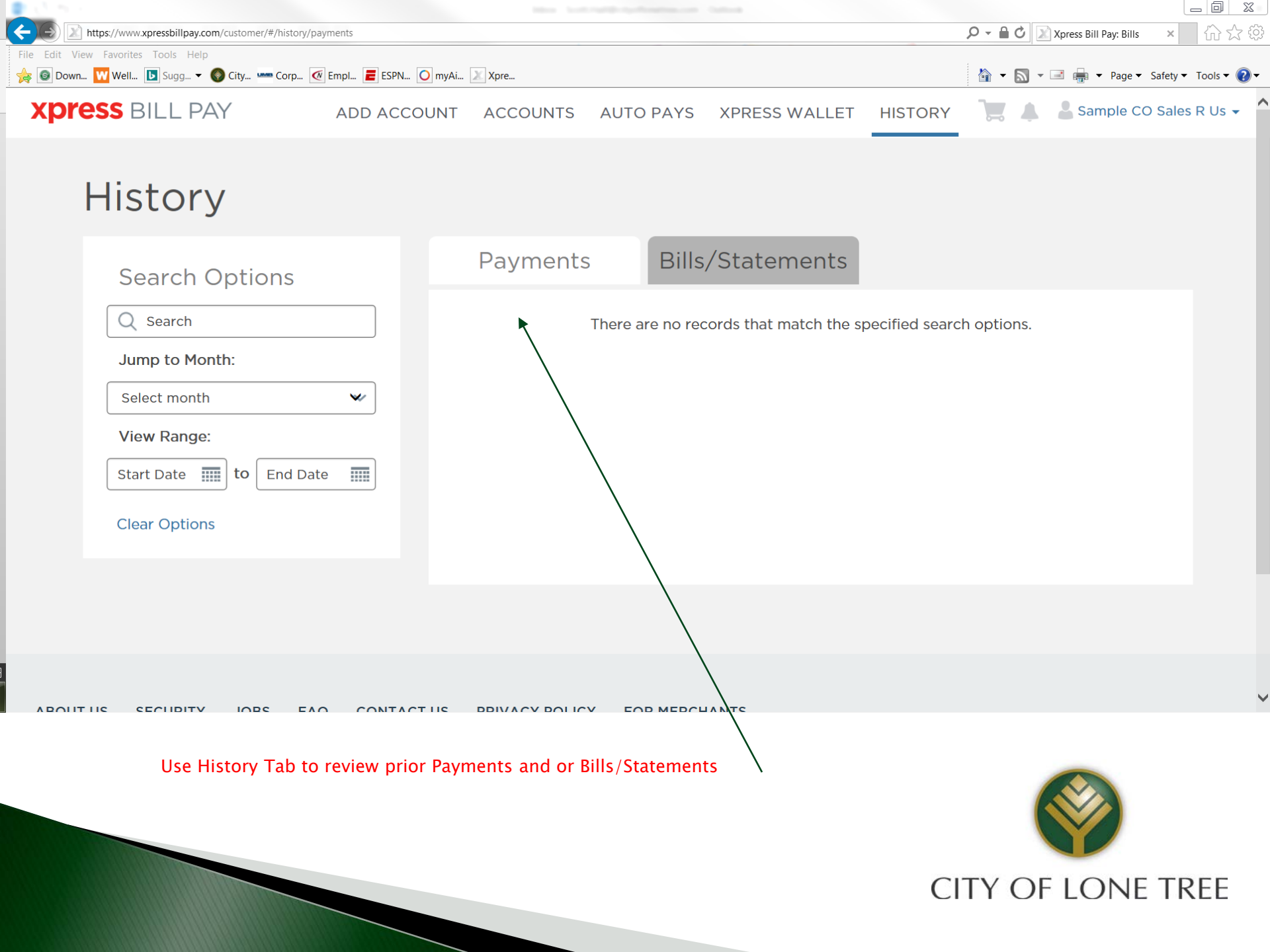


Select Payment Type

Enter bank account required information



CITY OF LONE TREE



History

Search Options

Jump to Month:

View Range:

Start Date

 to

End Date

[Clear Options](#)

Payments

Bills/Statements

There are no records that match the specified search options.

Use History Tab to review prior Payments and or Bills/Statements



CITY OF LONE TREE

That completes the instructions for filing Sales/Use Tax Online with XpressBillPay for the City of Lone Tree.

Any questions, please call (303) 708-1818 for assistance.



CITY OF LONE TREE