City of Thornton
Instructions to File and Pay Sales/Use Tax Online

First Time Users - To register an account:

- Go to the website www.salestaxonline.com and click on the "**Create a Business Account**" link.
- You will be taken to the Online Filing Account Set Up page.
- Fill out the information using the following steps:

  Step 1: User information – create your username and password and enter your contact info. Click the "Sign Up" link to continue.

  Step 2: Business information – add the specifics of the business. The license will be issued under the Trade Name. Click the "Next" link to continue.

  Step 3: Security Question – Create a security question and answer, click the "Next" link to continue.

  Step 4: Additional Information -

  Step 5: Return Setup

  1. State: Colorado
  2. Select a Return: Use the drop down menu to select the type of return. (ie Sales/Use Tax, DPO Area, E911, Telephone Tax)
  3. Select Location: Select your business name, if needed
  4. Authority Account Number: Enter your City of Thornton **business license number**

  If you do not have a City of Thornton account number*, click on the link "Click here apply for a new Account Number for City of Thornton Sales/Use Tax Return" to submit your application. The City will assign the account number, issue it by mail, and contact you if any additional information is needed.*

- **If you have an account number already assigned by the City of Thornton, proceed to step 3 below.**

Returning Users - File your tax return and pay online:

Step 1: Go to the website www.salestaxonline.com and click on the "**sign in or up**" button.

Step 2: Enter in your username and password, and then click on the **"login"** button.

Step 3: Click on My Returns, then Return Setup to verify the filing status matches your license (Monthly, Quarterly, Yearly). If not, click on the hyperlink 'Edit', and select your filing status, then click the hyperlink "Update"

Step 4: Click on the "**file a new return**" button.

Step 5: Fill out the information on the following screens:

Screen 1: Selection - filing period is **last** month of the reporting period, **not** the date the tax return is due. (ie. Annual filers select December. Quarterly filers select March, June, September or December.)

Screen 2: Prepare

Screen 3: Payment (skip if balance is $0)

Screen 4: File

Screen 5: Confirmation

ACH Payment Information:	ACH Credit:	Wells Fargo Bank, Routing #: 102000076, Account #: 3215940465
	ACH Debit:	Originator ID 1846009903
Tax return due dates:	Annual:	January 20
	Quarterly:	January 20, April 20, July 20, & October 20
	Monthly:	Due the 20th of the month following the reporting period (ie. May return is due June 20th)