Sales and Use Tax Online Payments now available!

Please visit https://gjcity.force.com/TaxPortalHome to begin. This website needs to be accessed via Google **Chrome** browser. Once there, please click on the *Register/Sign in button.*
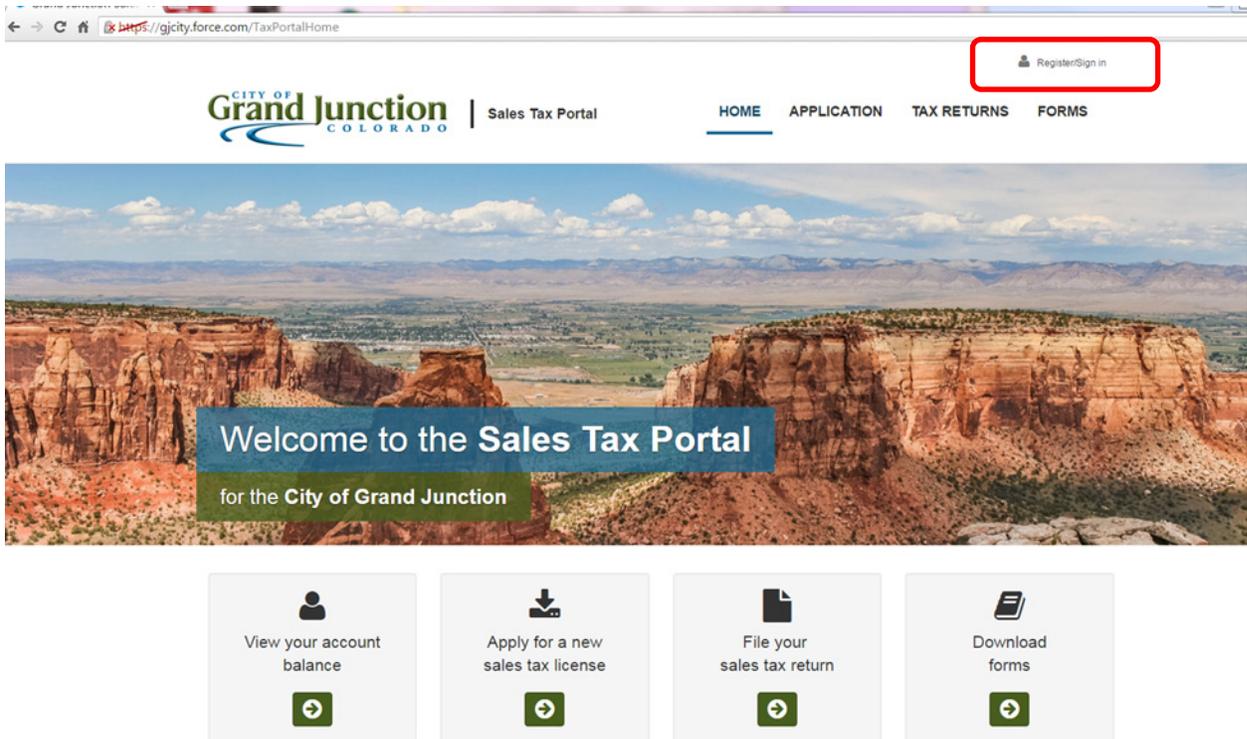
In the next screen you'll select '*Yes*' for already having a Sales Tax Account Number. If you have multiple license numbers, please enter any one of them to get started. Once you're registered please email us at gjsalestax@gjcity.org and let us know which accounts are part of your responsibility. We can link all your accounts together so you may access all accounts from the same log in.
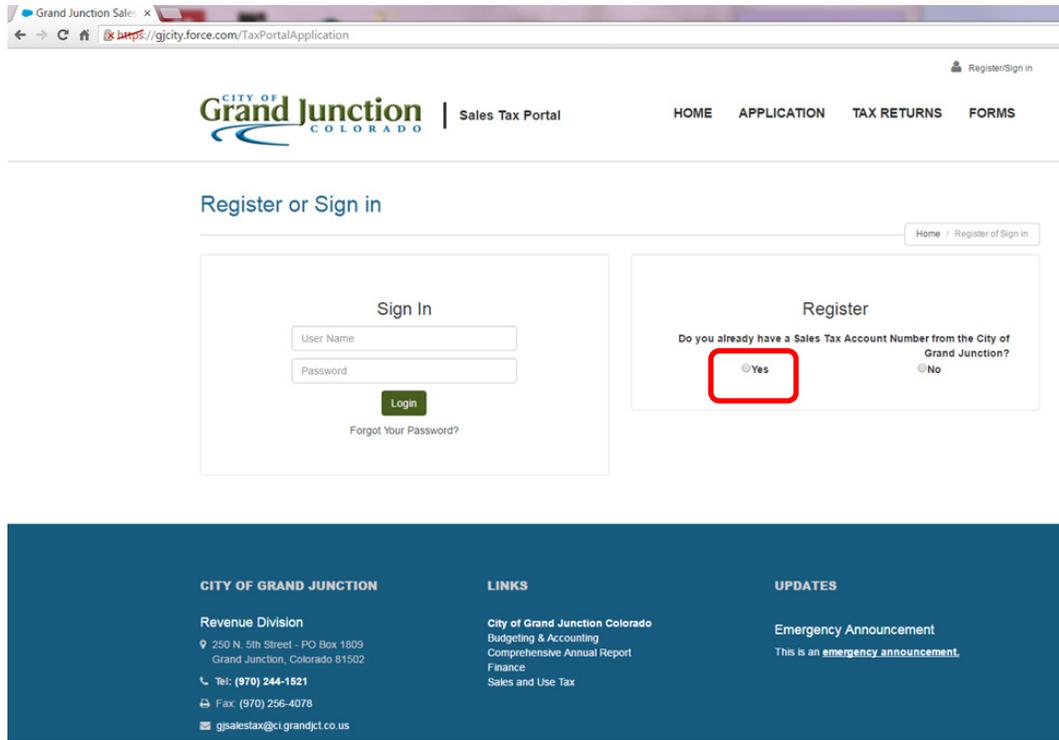
In order to grant you access, you'll need:

1. Account license number. Please note that the license number should be 4 or 5 digits only, if you are still using an old license number (one with 6 digits), that number will not work.
2. **Last 4** of your SSN or FEIN (whichever was used to open up that license). If you did not provide a SSN/FEIN when you opened the account or it has changed, please contact us first.
3. **Gross sales** from your last filed sales tax return. Please note that it is the amount from <u>line 1</u> of your sales tax return.
4. First name, last name and email.

Once you submit all of your data, you will receive an email with a link to set up your password.

If you have any questions at any point, don't hesitate to contact us at gjsalestax@gjcity.org or 970-244-1521.

Please note that when using the online portal the payment will go through Colorado.gov. There is a <u>$1 fee for eCheck</u> or <u>$0.75 + 2.25% for credit card transactions</u>. When starting the check out process, the system will automatically show the amount due as if you are paying with a credit card. Once you select eCheck, if that is what you would rather use, enter the bank information and the amount due will drop down to the tax liability plus $1.