

Completing An Online Business License Application

To register a business, choose Complete an Online License Application under Registration at <https://grandjunctiononline.gentaxcpc.net>, highlighted in the red box below.

 Search our online services



Registration

Register with the city as a new business or a tax preparer. Established businesses can create a web logon to file, pay, and manages taxes.

- > Complete an Online License Application
- > Complete a Tax Preparer Application
- > Continue Your Application
- > Create a Web Logon
- > Register to Attend a Special Event (Vendors)
- > Host a Special Event (Event Promoters)
- > Submit a Voluntary Disclosure Agreement



Returns

While most returns require one to have an established logon to file and pay their tax liabilities, some returns can be filed below.

- > File a Special Event Sales Tax Return
- > File a Construction Use Tax Return
- > File a Consumer Use Tax Return
- > File a Sales Tax One Time Return



Helpful Resources

Here are some links to some useful external resources, including the tax filing portal for the State of Colorado.

- > Colorado Department of Revenue
- > Colorado Revenue Online

To begin, create a web logon profile. Create a username and password, provide a contact email, and answer a security question of your choice. It is important to remember this username and password as they will be used to login and file returns, make payments, and update addresses.

New Business Application

Create Your Weblogon

Web Logon Profile Information

A web logon will be used to manage the online tax account. This includes filing returns, making payments, and updating addresses. Once the application is approved, a notification will be sent via email.

Username

Must be at least 6 characters long.

Username *

Required

Confirm Username

Password

Must have at least 1 number, 1 letter, 1 upper case letter and be 8-16 characters long.

Password *

Required

Confirm Password

Logon Contact Information

Please ensure that a **valid email address** is entered, this address will be used in case a password reset is necessary.

Name *

Required

Email *

Required

Confirm Email

Account Security and Preferences

Select Secret Question *

Required

Secret Answer

Confirm Answer

Would you like to enroll in paperless mailing?

Yes

No

The paperless option allows an email notification to be sent when an eligible document is ready to be viewed from the web site. **Tax returns are not mailed regardless of the selection made here.** Paper tax returns can be printed from within the portal.

On the next page, you will enter some basic identifying information about your business.

New Business Application

✓

Create Your Weblogon

➤

Add Business Information

Business Information

Select the type of business: *

Required

Select how this business is organized:

Select ID Type *

Required

Enter ID: *

Required

Confirm ID: *

Required

Business Name

Legal Name *

Required

Trade Name / DBA

Business Start-up Information

Select a registration reason: *

Required

Please describe the nature of this business (products sold, services provided) *

Required

[Click here to find a NAICS code.](#)

Next you will enter the primary billing and license addresses for your business. You can select Yes to use the same address for both, or No to enter a separate license address as highlighted in the red box below.

New Business Application

✓

Create Your Weblogon

✓

Add Business Information

➤

Add Primary Billing Address

Primary Billing Address

Enter the corporate location or primary billing address.

Country

USA

▼

*

Street

Required

Street 2

Unit Type

▼

Unit

City

GRAND JUNCTION

State

COLORADO

▼

*

Zip

Required

County

▼

Attention

Click Here to Verify Address

License Address

Should the primary correspondence address be used for licensing correspondence? *

Yes

No

After, you will add any contacts associated with your business. Be sure to add at least one business owner. To add additional contacts, use the Add a Contact button highlighted in the red box below.

New Business Application

✓

Create Your Weblogon

✓

Add Business Information

✓

Add Primary Billing Address

>

Add Contacts

Business Contacts

Please provide contacts the department can use to resolve any outstanding issues by clicking the tabs below. It is required to add the business owner. Additional contacts may be provided by clicking the **Add a Contact** button. It is also suggested that an emergency contact be provided in case of emergency services needing to contact this business.

1

New Contact

+ Add a Contact

Contact Type ^{*}

Required

Contact Name

Email Address ^{*}

Required

Phone Type

Phone Number

Extension

Country

Phone Type

Phone Number

Extension

USA

+ Add a Contact

In the next step, you will add all physical locations associated with the business. Be sure to verify the address on every location using the Click Here to Verify Address button, highlighted by the red box below. To add additional locations, use the Add a Location button highlighted in the yellow box below.

New Business Location

+ Add a Location

Location Information

A location is the **physical location** of this business. It cannot be a PO Box or private mailbox rental location. Use of either will result in the denial of the application until corrected.

Business Name for Location / DBA ^{*}

When did/will this location start business activity in Grand Junction? ^{*}

Required

Required

Select all tax types collected at this location: (All licensed businesses must file a sales and use tax return.)

Is this location a food truck? ^{*}

Sales and Use Tax

Yes

Lodging Tax

No

Should the primary billing address be used as the location address?

Yes

No

Country USA

Street ^{*} Required

Street 2

Unit Type

Unit

City GRAND JUNCTION

State COLORADO

Zip Code ^{*} Required

County

Attention

Click Here to Verify Address

+ Add a Location

In the next step, you will select filing frequency for each tax type collected by your business. Follow the guidelines next to each frequency to advise on which frequency to select.

New Business Application

✓

✓

✓

✓

➤

LogonAdd Business InformationAdd Primary Billing AddressAdd ContactsAdd Location InformationAccount Info

Please select the appropriate filing frequency for each tax account type selected previously.

Tax Accounts

Show Errors

Sales and Use

Filing Frequency *

☐ Annual - For tax liability of up to \$15 per month

☐ Monthly - For tax liability of over \$300 per month

☐ Quarterly - For tax liability of \$15.01-\$300 per month

☐ Seasonal - Select which months you will be filing

Show Errors

After, you will choose an address for each tax account. You can select Yes to use the primary address entered earlier, or No to enter a separate account address as highlighted in the red box below.

New Business Application

✓

✓

✓

✓

➤

InformationAdd Primary Billing AddressAdd ContactsAdd Location InformationAccount InfoAccount Mailing Attributes

Sales and Use Address

Should the primary business address be used as this account's mailing address?

Yes

No

Next, you will choose a payment option and complete the payment for the application.

New Business Application

g Address

Add Contacts

Add Location Information

Account Info

Account Mailing Attributes

Make a Payment

License Fee

Amount Due : 10.00

This is the license fee amount owed. It can take up to 20 business days to process the application for a license. The process can only begin when the application is complete and the payment has been received.

Payment Options

☒ ACH Debit

☐ Check

Please enter your banking information below. Your bank account will be debited in 3-5 business days.

Payment Channel

Type

Direct Debit - US Bank

Bank Account Type *

☐ Checking

☐ Savings

Routing Number *

Required

Populate Routing Number

Account Number *

Required

Confirm Account Number *

Required

Payment

Payment Date

25-Jan-2023

Amount

10.00

Confirm Amount *

Required

Finally, accept terms by entering you E-signature and checking the box confirming the terms as highlighted in the red box below.

New Business Application

cts

Add Location Information

Account Info

Account Mailing Attributes

Make a Payment

Accept Terms

License Fee

Amount Due : 10.00

This is the license fee amount owed. It can take up to 20 business days to process the application for a license. The process can only begin when the application is complete and the payment has been received.

All businesses physically located in the city are subject to Zoning review before the application can be approved. The Planning Department may contact you directly for additional information to complete this review.

Accept Terms

Enter your legal name (E-signature) *

Required

☐ I hereby certify, under penalty of perjury, that the statements made herein are to the best of my knowledge true, correct and complete. Sole proprietors are also certifying he/she is in the United States legally and is willing to provide supporting documentation upon request.