

# 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 manage 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

Progress: Create Your Weblogon Add Business Information

<b>Business Information</b> Select the type of business: * <i>Required</i> Select how this business is organized:  Select ID Type * <i>Required</i> Enter ID: * <i>Required</i> Confirm ID: * <i>Required</i>	<b>Business Name</b> Legal Name * <i>Required</i> Trade Name / DBA	<b>Business Start-up Information</b> Select a registration reason: * <i>Required</i> Please describe the nature of this business (products sold, services provided) <i>Required</i>  <a href="#">Click here to find a NAICS code.</a>
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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

Progress: Create Your Weblogon Add Business Information Add Primary Billing Address

<b>Primary Billing Address</b> Enter the corporate location or primary billing address.  Country <input type="text" value="USA"/> * * Street <input type="text" value="Required"/> Street 2 Unit Type <input type="text"/> State <input type="text" value="COLORADO"/> * Zip <input type="text" value="Required"/> Attention  <b>Click Here to Verify Address</b>				
<b>License Address</b> Should the primary correspondence address be used for licensing correspondence? * <table border="1"><tr><td>Yes</td><td>No</td></tr></table>			Yes	No
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

Progress: Create Your Weblogon (checkmark) Add Business Information (checkmark) Add Primary Billing Address (checkmark) Add Contacts (arrow)

**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.

**New Contact**

Contact Type **\***  
Required

Contact Name

Email Address **\***  
Required

Phone Type Phone Number Extension Country

Phone Type Phone Number Extension USA

**+ Add a Contact**

**+ 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 **\***  
Required

When did/will this location start business activity **in Grand Junction?** **\***  
Required

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

Sales and Use Tax

Lodging Tax

Is this location a food truck? **\***

Yes  No

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

Yes  No

Country USA

\* Street **Required**

Street 2

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 advice on which frequency to select.

#### New Business Application

Progress bar: Step 1 of 6

Step 1: Add Business Information (Completed) Step 2: Add Primary Billing Address (Completed) Step 3: Add Contacts (Completed) Step 4: Add Location Information (Completed) Step 5: Account Info (Next)

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

Progress bar: Step 1 of 6

Step 1: Add Business Information (Completed) Step 2: Add Primary Billing Address (Completed) Step 3: Add Contacts (Completed) Step 4: Add Location Information (Completed) Step 5: Account Info (Completed) Step 6: Account Mailing Attributes (Next)

### Sales and Use Address

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

Yes	No
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Next, you will choose a payment option and complete the payment for the application.

New Business Application

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.

<b>Payment Channel</b>	<b>Payment</b>
Type	Payment Date
Direct Debit - US Bank	25-Jan-2023
Bank Account Type *	Amount
<input type="radio"/> Checking	10.00
<input type="radio"/> Savings	Confirm Amount *
Routing Number *	<i>Required</i>
<i>Required</i>	
Populate Routing Number *	
Account Number *	
<i>Required</i>	
Confirm Account Number *	
<i>Required</i>	

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

Address  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.

**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.