

Excel Upload Procedures

1. To obtain the Excel Upload template you can click the “[Single Filers / Excel Uploading Information HERE](#)” in the **QUICK LINKS** area of the Business Center. From there, select the "Click HERE for the Excel Upload template."

QUICK LINKS

[FAQ and Guides Information HERE](#)

[Single Filers / Excel Uploading Information HERE](#)

[Bulk Filers / XML Uploading Information HERE](#)

▶ [Add or remove a business to your account here.](#)

Single Filer Information and Guides for Uploading Excel Files

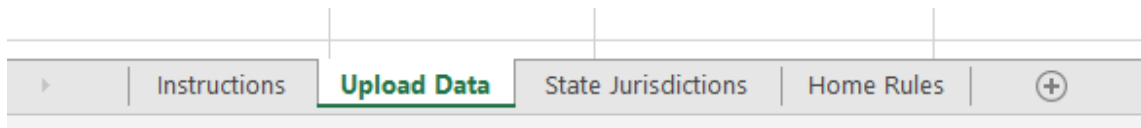
This section contains information for users that are filing for one business (or one business at a time) via an Excel upload.

[Click HERE for the Excel Upload template.](#)

[Click HERE for Step by Step Instructions on the Excel filing process.](#)

2. The Excel template will provide you with multiple tabs, including Instructions, Upload Data, State Jurisdictions, and Home Rules.

You will fill out the Upload Data tab with your tax form filing information. For a state collected municipality you will locate that on the State Jurisdiction Tab and copy and paste that line to the Upload Data Tab. For Home Rules you will make sure to add a second line for “local” for their filing.



3. Account Number column you will enter your Colorado Account Number or CAN.
Account Type column this is where you will list the state type for each and then specify the “Local” lines for Home Rule cities.
Jurisdiction Code will be the code you pull from the State Jurisdictions tab.

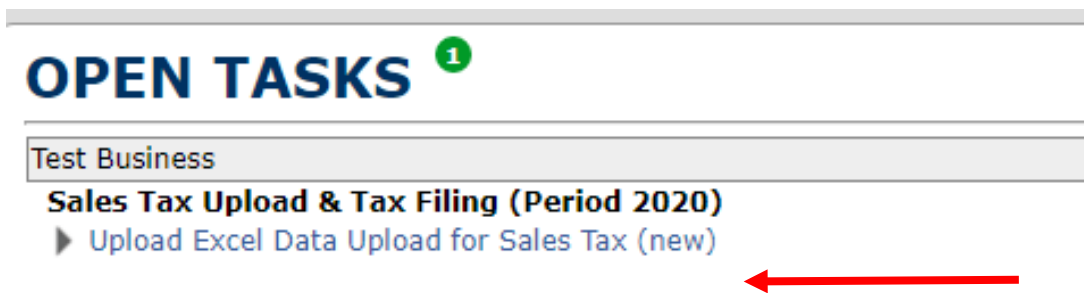
Jurisdiction Name is the municipality being filed for which can be pulled from the State Jurisdictions tab as well.

	Account Number (with the State or Home Rule)	Account Type (State or Local)	Jurisdiction Code	Jurisdiction Name	Gross Amount
3					
4	003032	State	500027	Telluride	
5	003032	Local	500027	Telluride	
6	003032	State	100042	Bennett	
7					

4. You will then enter related tax filing data in the remaining columns. The Gross Amount column will be the Gross sales for that jurisdiction. There will be related deduction columns as well to fill in if applicable.

When the filing data has been filed in on the excel sheet and saved to the device you are ready to begin the online filing process.

1. You will see the item “Upload Excel Data Upload for Sales Tax” listed under the open task area of your business center in the SUTS system. Click this to open your upload task.



2. To upload the excel document with the filing data, click the “Choose File” button to open the files of the device and choose your upload. Once selected and inserted you will see the file name appear next to the “Choose File” button.

Document Uploader

Upload required: Sales Tax Upload*

Upload your sales tax data using the browse button below. Instructions and template found in the Business Center.

Upload in any file format (i.e. Excel, Word, PDF, jpg, etc.) *

Choose File Test Fil...ing.xlsx

(max size 10MB)

NOTE: All uploaded files are strictly confidential and are encrypted upon upload.

[Return to Business Center](#)

[Submit](#)

3. Once the file has been inserted, Click the orange Submit button.
4. After submitting you will be taken to the form page where the system will have pulled your filing data from the excel document and inserted into a calculation form.

✔ Document Received.

✔ Your Next Task is: Sales and use Tax Calculation Form.

MUNIREVS PORTAL WSM DEV

Sales and use Tax Calculation Form

003032

Test Business

Period: 04/01/2020 Due: 05/20/2020 Current Date: 05/01/2020 Late: NO

All Jurisdictions ▾		Total
1	Gross Sales	105000.00
2A	Add: Bad Debts Collected	0.00
2B	Total Income (Line 1+2A)	105000.00
TOTAL DEDUCTIONS	Total Deductions	30000.00
4	Net Taxable Sales & Service	190000.00
4A	Other Taxable Sales (Denver SE)	0.00
5	Amount of Sales Tax *	4272.50
6	Add Excess Tax Collected	0.00
7	Adjusted Tax *	4272.50

The system will default to the “All Jurisdictions” view. You can change this drop box to review the information for each jurisdiction.



		Subtotal	TELLURIDE			
			003032			
		100000.00		50000.00		50000.00
2A	Add: Bad Debts Collected	0.00		0.00		0.00
2B	Total Income (Line 1+2A)	100000.00		50000.00		50000.00
		<i>Columns Below provide detail of Tax Codes and Rates applied in this Jurisdiction</i>				
			State: TELLURIDE	RTA: TELLURIDE	County: TELLURIDE	HR City: TELLURIDE
TOTAL DEDUCTIONS <i>Edit / Review Deductions</i>		30000.00	10000.00	10000.00	10000.00	0.00
4	Net Taxable Sales & Service	170000.00	40000.00	40000.00	40000.00	50000.00
4A	Other Taxable Sales (Denver 5E)	0.00				
5	Amount of Sales Tax *	3910.00	1160.00	100.00	400.00	2250.00
6	Add Excess Tax Collected	0.00	0.00	0.00	0.00	0.00
7	Adjusted Tax *	3910.00	1160.00	100.00	400.00	2250.00
8	Timely Vendor Fee Discount *	88.78	46.40	0.00	12.00	30.38
9	TOTAL SALES TAX *	3821.22	1113.60	100.00	388.00	2219.62
10A	Amount Subject to Use Tax (See Also Schedule B on Next Page)	0.00	0.00	0.00	0.00	0.00
10B	Use Tax *	0.00	0.00	0.00	0.00	0.00

- After reviewing the filing information, you will sign the bottom of the calculation form using the “Name (as electronic signature) box, your title to the business (such as owner) and the date will be auto filled. If all information appears to be correct, click the orange Submit button.

I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Name (as electronic signature) *

Title *


- After submitting the form, you will be taken to the cart area showing the total due for the filing. Click the orange Payment Method button to proceed to check out.

Cart Items

NOTE - if you have a **Zero Amount Due**, you **MUST** click the **Payment Method** button below to proceed to the **Zero Cost Checkout** to properly complete your form.

(a) Colorado SUTS Remittance (remove) Test Business	due 5/7/20	\$ 426.23
Total (US Dollars)		\$ 426.23

(a) All of the items in your shoppingcart are eligible for the ACH Credit option. To properly complete your form you **MUST** click the orange **Payment Method** button below and indicate the date you are remitting the ACH Credit funds, outside the MUNIREvs system. Follow the **Orange Action Buttons** until you reach the Receipt Page.



[Back to Business Center](#) [Payment Method](#)

7. You will then be taken to the check out page. Options for payment in the SUTS system are via Credit Card, Bank Account, and ACH Credit. Choose the method of payment and fill out the related information requested.

Payment Method

Please select your payment method: *

- ACH Credit.
- Credit Card.
- E-Check / Bank Account.

Pay with Bank Account

Name on Account *

Account Type *

- Checking.
- Savings.

Routing Number *

Account Number *

Phone Number *


Note: You have chosen to pay by E-Check.

By clicking the Pay Now button, you, Emma Gustafson, authorize MUNIREvs Portal WSM Dev to debit your account on **05/01/2020** in the amount of **\$3,821.22** US Dollars. You acknowledge that you are authorized to provide the routing number and account number to be used for this transaction. Please verify that your account information is accurate as this could cause a returned payment which could result in the loss of the timely vendor discount, late penalties, and returned payment fees.

MUNIREvs Portal WSM Dev does not charge a fee for E-Check transactions.

Payment by E-Check is required for any transactions over \$5,000 and as such, you will NOT see the Credit Card payment option in your cart if your amount due is > \$2,500.

Please print this page for your records prior to proceeding.

[Back to Business Center](#) [Back to Cart](#)  [Pay Now](#)

Once the payment information is entered and you are ready to pay, click the orange Pay Now button.

- After clicking Pay Now, once the payment has processed These will be a “Transaction Completed” message and the receipt page will appear to confirm the filing. A copy of this receipt will be emailed to the user as well.

Transaction was completed.

MUNIREvs Portal WSM Dev

Emma Gustafson
Account#: 003032
Test Business

TAX-SALES	Test Business :: Sales Tax for TELLURIDE	\$ 23.20
TAX-SALES	Test Business :: Sales Tax for TELLURIDE	\$ 2.00
TAX-SALES	Test Business :: Sales Tax for TELLURIDE	\$ 8.00
TAX-SALES	Test Business :: Sales Tax for TELLURIDE	\$ 45.00
TAX-SALES	Test Business :: Sales Tax for BENNETT	\$ 145.00
TAX-SALES	Test Business :: Sales Tax for BENNETT	\$ 200.00
TAX-SALES	Test Business :: Sales Tax for BENNETT	\$ 5.00
TAX-SALES	Test Business :: Sales Tax for BENNETT	\$ 12.50
DISC-SALES	Test Business :: Vendor Fee for TELLURIDE	\$ -0.93
DISC-SALES	Test Business :: Vendor Fee for TELLURIDE	\$ -0.24
DISC-SALES	Test Business :: Vendor Fee for TELLURIDE	\$ -0.61
DISC-SALES	Test Business :: Vendor Fee for BENNETT	\$ -5.80
DISC-SALES	Test Business :: Vendor Fee for BENNETT	\$ -6.66
DISC-SALES	Test Business :: Vendor Fee for BENNETT	\$ -0.17
DISC-SALES	Test Business :: Vendor Fee for BENNETT	\$ -0.06
Assessment Total		\$ 426.23
PAYMENT-ONL	ACH Credit Payment	\$ 426.23
Payment Total		\$ 426.23