

FILING CITY OF BRIGHTON SALES TAX RETURNS ON **SECURE.SALESTAXONLINE.COM**

This guide was put together by City of Brighton staff to help businesses in getting set up to file City of Brighton sales tax returns online using Secure.SalesTaxOnline.com as well as provide answers to frequently asked questions regarding the use of this platform when it comes to filing City of Brighton sales tax returns.

NOTE: Prairie Center and Lodging Returns cannot be filed online at this time.

Secure.SalesTaxOnline.com

Support@SalesTaxOnline.com

Phone: 225-215-0052

Toll-Free: 877-693-4435

City of Brighton

SalesTax@Brightonco.gov

303-655-2041

STEP ONE

Create an account on Secure.SalesTaxOnline.com if you do not have one already

- If you file using this portal for another jurisdiction you can use that same account – proceed to step two

STEP TWO

Set up a return for the City of Brighton

- My Returns
- Return Set up
- Add New return
- Select Colorado
- Select City of Brighton Sales Tax Return
- Account number – your account number is your license number, you must enter the full number, including any leading zeros
- Enter your filing frequency/status (monthly, quarterly, or annual)

STEP THREE

Filing a return for Brighton

- Create a return
- Your location will pop up if a return has been set up for that location
- Payment defaults to e-Pay/ ACH debit (see below to set up ACH credit)
 - You may need to provide your bank with the City's originator ID/Debit block so that the bank does not block the City from withdrawing payment. The City of Brighton's originator ID/debit block is 3846000567

CHOOSING TO FILE ACH CREDIT

- To have the option of ACH credit you will need to take the following steps before filing a return
 - Go to account center
 - My account
 - Additional Account Settings – Payment accounts
 - Add ACH Credit Account
 - You will be asked to accept the terms
 - Save
 - After accepting the terms, you will be provided with the City’s bank information so that you can send the payment to the City. Payment must be received by in the City’s bank by the due date.
 - After you have done this you will see an ACH credit option when you go to file your return

UPDATING YOUR FILING FREQUENCY

- If the City has agreed to change your filing frequency please be sure to update it on Secure.SalesTaxOnline.com by taking the following steps
 - My Returns
 - Return setup
 - Select Edit for the City of Brighton return for your location
 - Change the filing status
 - Click “update” – note that you will get an error if the selected filing status does not match the status in the City’s system of record

FILING AN AMENDED RETURN

- Amended returns for the City of Brighton cannot be done on Secure.SalesTaxOnline.com at this time.
- To file an amended return with the City of Brighton please take the following steps
 - 1) Visit <https://www.brightonco.gov/247/Sales-Tax-Business-Licensing>
 - 2) Go to Forms & Resources at the bottom of the page
 - 3) Download a blank sales tax return and complete the return as it should be
 - Be sure to mark “amended return”
 - Be sure to indicate filing period and license/account number
 - 4) If amended return will result in owing additional tax
 - Mail the amended return with payment to:
City of Brighton
Attn: Sales Tax
500 S 4th Ave
Brighton, CO 80601
 - Contact the City if you need other payment options

- 5) If amended return will result in a credit the City may require you to submit additional documentation and/or file a claim for refund form.

FREQUENTLY ASKED QUESTIONS

When do I call Secure.SalesTaxOnline.com support team? When do I call the City?

- Call Secure.SalesTaxOnline.com support team for questions such as re-setting password and navigating the site.
- Call the City of Brighton for questions regarding your account number, filing frequency and general sales tax questions.

I am a quarterly or annual filer – why do I see all months available?

- If you are a quarterly or annual filer, you will choose the month when the quarter ends (March, June, September, December) and, if the return was set up as a quarterly, will come through as “quarter ended March/June/September” or “quarter/year ended December”
- Always ensure that you have the correct filing frequency set up. If you have asked the City to change the filing frequency, and the City agreed, you will need to update it on Secure.SalesTaxOnline.com (follow above instructions).

My ACH debit payment has not been withdrawn from my bank account yet

- If you file ACH debit the funds will be withdrawn once the City processes the returns from the Secure.SalesTaxOnline.com. Depending on when you filed and the return due date, the funds may not be withdrawn immediately.

My payment was rejected; can I file again on Secure.SalesTaxOnline?

- Currently this is not possible. If your payment was rejected, please contact the City to arrange for payment. Note that Secure.SalesTaxOnline.com may not reflect the rejected payment.
- If your payment is rejected, or you file ACH credit and the payment is not received on time, the payment will be considered late. This means the vendor fee for on-time filing will be disallowed and penalties and interest will apply.

Can I apply for a license on Secure.SalesTaxOnline.com?

- Yes, however, depending on the type of business, additional documentation may be needed before the City can approve the license.