

HOW TO SET UP BUSINESS TAX ACCOUNT & FILE TAXES IN XPRESSBILLPAY

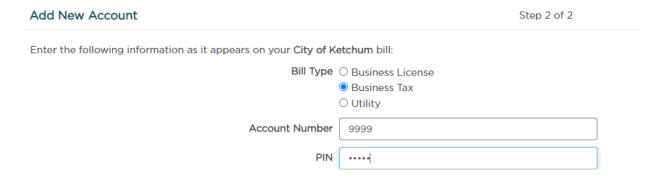
- 1. Go to Xpressbillpay.com.
- 2. Login to your Xpressbillpay account. If you do not have an Xpressbillpay account, you'll need to create one.
- 3. Once you're logged in, click on "Add Account" in the upper left corner of your screen. **XPYESS** BILL PAY

 ADD ACCOUNT	ACCOUNTS	AUTO PAYS	XPRESS

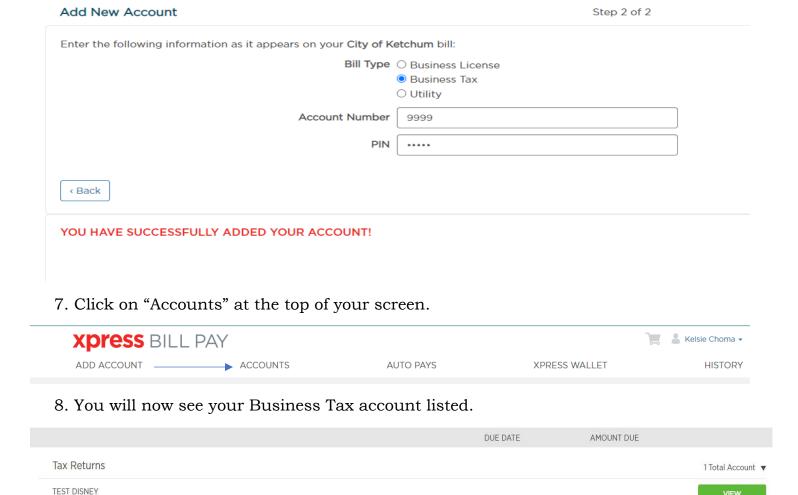
4. The City of Ketchum should show up as an organization for you to click on. If not, you can search for it in the search by entering Ketchum's zip code, 83340.



5. Once you click on "City of Ketchum" for the organization, it will take you to Step 2. Here you will need to click on "Business Tax" for the type of account you are trying to add. Then, you'll need to enter your account / permit number and pin which was provided to you in a separate letter.



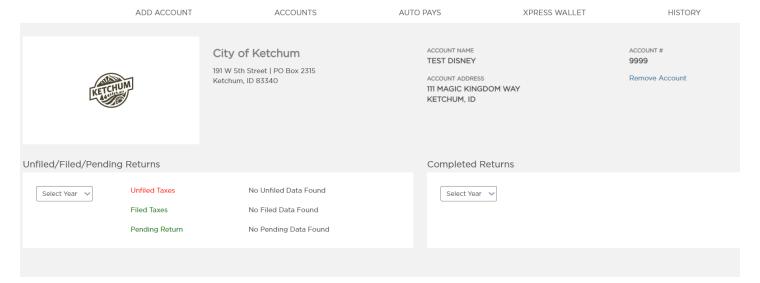
6. Click on "Locate Account" at the bottom right of your screen. It should give you a message in red at the bottom of the screen that "You have successfully added your account!"



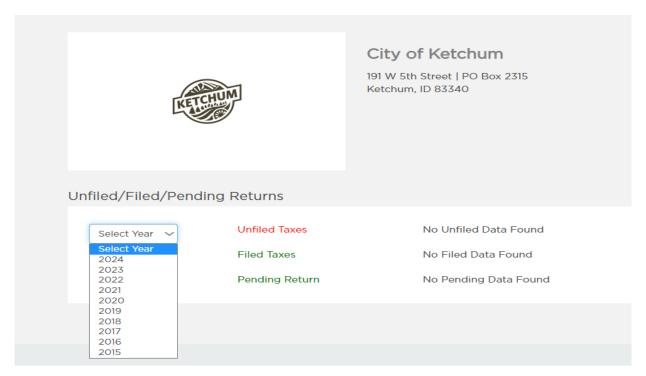
9. To view your account and / or file your remittance, click on the green "View" button.

Account #: 9999 City of Ketchum

- 10. You are now at your Business Tax account home page. You can accomplish several things here:
 - You can review your business information. If there are any changes, you'll need to reach out to us so we can update your account.
 - You can file your tax remittances and pay your outstanding balance on tax remittances here.
 - You can review your priorly completed tax remittances and payments under "Completed Returns" by selecting the appropriate year.



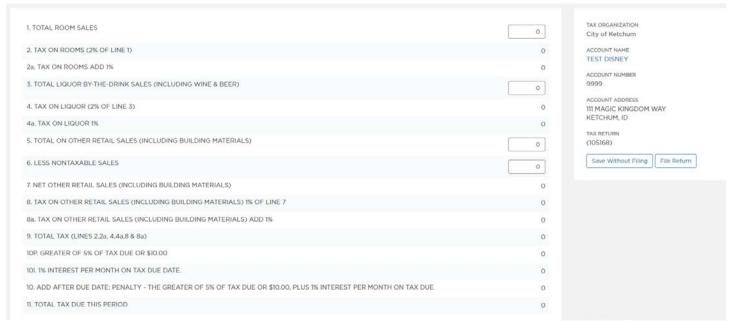
11. To file a remittance, you will need to select the appropriate year from the dropdown box, under "Unfiled/Pending Returns" on the left side of your screen.



12. Once you click on the appropriate year, you will find any remittances available for you to file next to "**Unfiled Taxes**" as a blue hyperlink. Click on it.



- 13. You will now see your tax remittance slip.
 - Line 1 is for Room sales. This is applicable to hotels, motels, short-term rentals, etc.
 - Line 3 is for Liquor-By-The-Drink sales. This is applicable for restaurants or businesses that sell alcohol to consume on premises.
 - Line 5 is for Retail sales. This is applicable for anything that can be considered retail, including prepared food. This is where most non-local businesses provide their sales numbers.
 - Line 6 is for Non-taxable sales. Anything that is non-taxable must go on Line 6. You will find once you start entering your sales numbers, the form will auto calculate the amount of tax owed.



- 14. Once you enter your sales numbers and are ready to file your remittance, click on "File Return" on the right side of your screen. If you need to come back to the tax filing later, you should click "Save Without Filing". Then when you are ready to complete it, you follow the above steps to do so. A few important items to note:
 - You <u>MUST</u> file a tax remittance, even if you had zero sales. If you had zero sales, then you'll file the remittance slip with zeroes.
 - If you file after the due date, it will automatically calculate penalties and interest. If you try and avoid the penalties by filing a paper return, the account will still accrue penalties and interest as it is being processed after the due date.
 - If you previously filed a remittance but need to make an amendment, no matter the filing period, you will need to reach out to our Business & Tax Specialist.
- 15. If your remittance requires payment, the screen will show a green "Pay Now" with the amount due button on the right of your screen. Click on that button and it will take you to the payments page. A couple of items to note:
 - We only accept E-check for Business Tax payments online.
 - If you cannot utilize E-check, we can accept a manual check. We ask that you notate on the check the account number and the filing period for it. This will help us allocate it correctly.

CONGRATULATIONS! YOU HAVE SUCCESSFULLY SET UP YOUR BUSINESS TAX ACCOUNT IN XPRESSBILLPAY!