ONLINE APPLICATION INSTRUCTIONS FOR OUT-OF-COUNTRY ADDRESSES

Follow these steps for businesses with out-of- country addresses needing to complete a new application. Link/Login: <u>https://coloradosprings.munirevs.com/</u>	Welcome to the City Sales Tax Filing and Payme New User Register	of Colorado Springs Int Portal <i>Powered by</i> MUNIRevso Existing User Log-In
Click > Here	ACCOUNT & US	
	 Make account changes or print your license by Add or remove yourself from businesses that Change User Log-In EMAIL or PASSWORD. your accounts listed below! 	y clicking on an account below you manage, or apply for a new account, HERE First write down each account number and code from
 Getting Started, select the third bullet in the menu: 1. Select > I have a new business, an additional location, or am moving and need to apply for a license. 2. Click > next. 	 Get Started Please choose one of the options below to get started: I'll be using a GovOS Activation Code to locate/com If you received an activation code in the mail from the ju number to create the connector. Don't worry if you didn' below. Help me find and connect my account using historia Using information related to your account, we can perfor account If we're unable to locate your account, we'll pro Service providers cannot use this option to locate their Please do not choose this option if you want to keep you are the tax forms for you to manage. If you are having of the other account/business look-up options 	nect my account urisdiction, you can use that code along with your account t get an activation code, choose one of the other options to account transactions mr lookups to help validate and connect you to your wide additional options. account. You must use the option above. m moving and need to apply for a license pur existing license as it will create a new business and difficulty connecting to an existing business, please choose

Due to system constraints and our GIS address					
mapping, out-of-country addresses must be					
manipulated to move onto the following page: the					
application.	Full Legal Name of Business				
Change for home action the sub-scient address.	The Business Entity				
Steps for bypassing the physical address:	Physical Address	Physical Address Physical Address Suite, Unit, Floor e		etc.	
1 Full Legal Name of Business: List your	I have an out of country	address			
Fntity	Include street direction (East = E) and known	suffix (Avenue = Ave) if	(Numbers or Letters or	nly)	
2. Physical Address: Type "I have an out-of-	0.1	Charles		7:-	
country address"	City Rusiness City	State	2002		00
3. Physical Address, Suite: Leave blank	Business City	AldD	dilld	* 000	00
4. City: List your city				Your Role	
5. State: Select Alabama	E-COMMERCE		`	Representat	ive 🗸
6. Zip Code: Type "00000"				CLE	AR ADDRESS FIELDS
identifier	Confirm Address				
8. Your Role: Select your role for this	Commit Address				
company					
9. Confirm Address: Click					
Select > Address Not Found.	Business Addre	ss Verification			×
	Please select the o	orrect address from	the list below an	d then click on	OK:
	🔻 Addı	ess 🍦	Unit 🍦	Postal Code	÷
		No matching add	resses available		
	Showing 0 to 0 of 0	ontrioc		Dravious	Next
	Showing 0 to 0 of 0	entries		Previous	Next
	No direct addre and get a match	s matches were found f you can. If the address	. We encourage you you provided is typic	to refine your sea ally difficult to vei	rch rify
	you may opt to	mark it as Address Not	Found, or if the add	ress is outside cit	y
	innits, please cr		s nom the two altern	late options below	·.
	Address	Not Found	Outside	City Limits	
	If the address dea	not exist in the below li	st for selection place	e contact the City	/'c
	Sales Tax office at	719-385-3903 or email S	alesTax@coloradosp	rings.gov.	5
					OK



Entering your	Business	Mailing	Address,	11-18:
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- 1. Mailing Attention: Self, Department, Office
- 2. Mailing Street Address: Type "I have an out-of-country address."
- 3. Unit/Ste/Flr: Leave blank
- 4. City: Type the word "City"
- 5. Mailing State: Select "Alabama"
- 6. Mailing Postal: Type "00000"
- 7. Mailing Country: Select "United States"
- 8. International Mailing Addresses Only: List your standard and complete mailing address per the postal service.

We will update your account internally when the application is submitted for both the physical and mailing address.

Suppose your physical address differs from your mailing address. In that case, you can email us at <u>salestax@coloradosprings.gov</u>, reference the name of the Entity listed on line E5, and include the correct physical address for your company - this address will be posted on your tax license.

. Mailing Attention (Ex. Mr., Ms., Dept):			
ailing Attention			
. Mailing Street Address *		I3. Unit/Ste/Flr	
nave an out of country address			
. Mailing City *	I5. Mailing State *	I6. Mailing Postal *	17. Mailing Country *
ity	Alabama 🗸	00000	United States 🗸
 International Mailing Addresses On Idress below (Street Address or Post Offic ist your International Mailing Address Per 	Ily: choose Alabama as the state (Q.I5 se Box Number, City, Province, State, P the Postal Service, including Suite, Blo Destal Service, including Suite, Blo) and the United States as the country (Q.I ostal Code, and Country). We will update y ig, Unit, or Floor	 to skip the required fields above. Enter your ma our account internally.