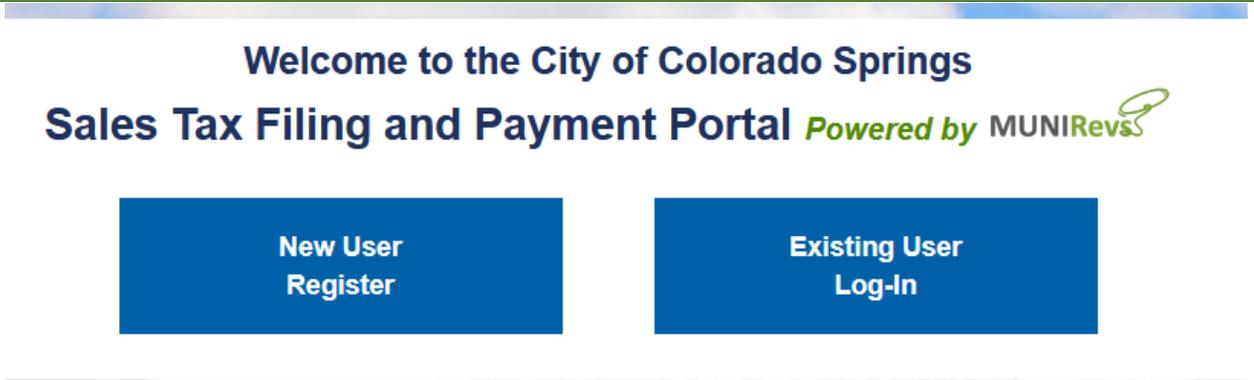
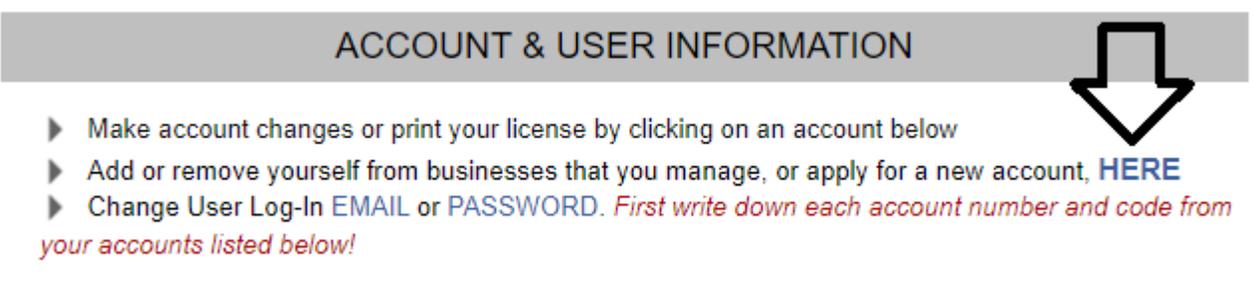
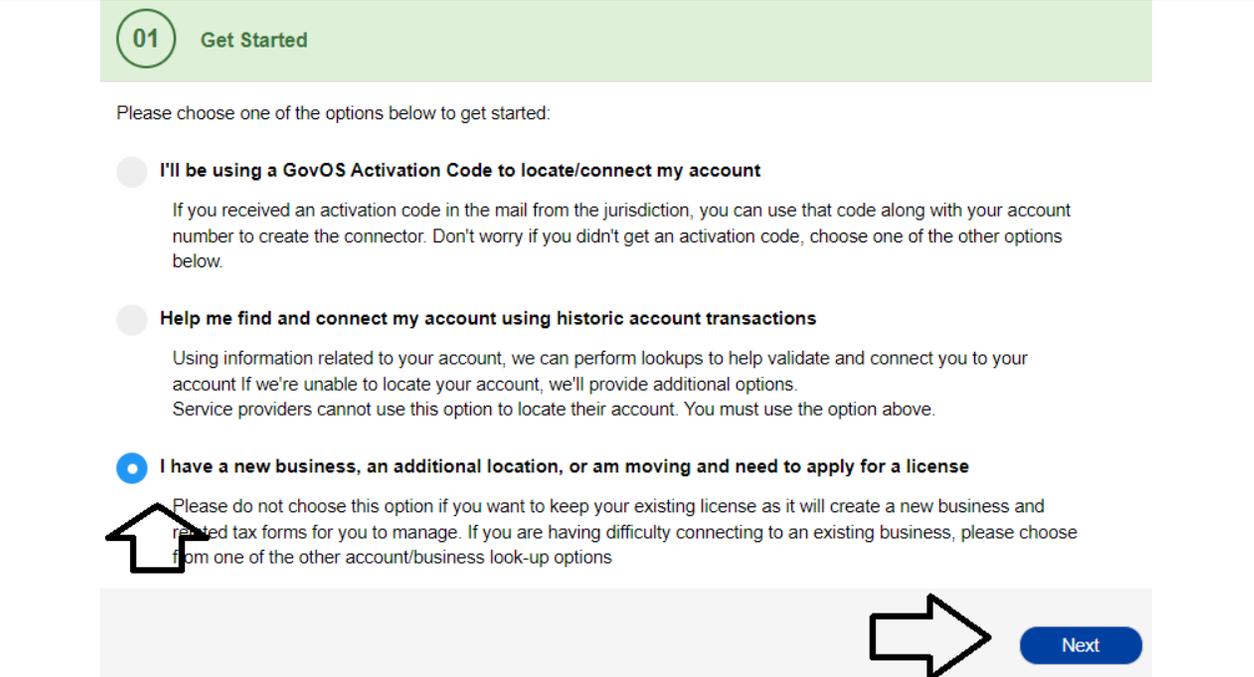


# ONLINE APPLICATION INSTRUCTIONS FOR OUT-OF-COUNTRY ADDRESSES

<p>Follow these steps for businesses with out-of-country addresses needing to complete a new application.</p> <p>Link/Login: <a href="https://coloradosprings.munirevs.com/">https://coloradosprings.munirevs.com/</a></p>	
<p>Click &gt; Here</p>	
<p>Getting Started, select the third bullet in the menu:</p> <ol style="list-style-type: none"> <li>1. Select &gt; I have a new business, an additional location, or am moving and need to apply for a license.</li> <li>2. Click &gt; next.</li> </ol>	

Due to system constraints and our GIS address mapping, out-of-country addresses must be manipulated to move onto the following page: the application.

Steps for bypassing the physical address:

1. Full Legal Name of Business: List your Entity
2. Physical Address: Type "I have an out-of-country address"
3. Physical Address, Suite: Leave blank
4. City: List your city
5. State: Select Alabama
6. Zip Code: Type "00000"
7. Business Type: Select the applicable identifier
8. Your Role: Select your role for this company
9. Confirm Address: Click

Full Legal Name of Business

Physical Address  Physical Address Suite, Unit, Floor etc.

Include street direction (East = E) and suffix (Avenue = Ave) if known (Numbers or Letters only)

City  State  Zip

Business Type  Your Role

[CLEAR ADDRESS FIELDS](#)

Select > Address Not Found.

### Business Address Verification ×

Please select the correct address from the list below and then click on OK:

▼ Address    Unit    Postal Code

No matching addresses available

Showing 0 to 0 of 0 entries

Previous Next

**No direct address matches were found.** We encourage you to refine your search and get a match if you can. If the address you provided is typically difficult to verify you may opt to mark it as **Address Not Found**, or if the address is outside city limits, please choose **Outside City Limits** from the two alternate options below:

Address Not Found

Outside City Limits

If the address does not exist in the below list for selection, please contact the City's Sales Tax office at 719-385-3903 or email [SalesTax@coloradosprings.gov](mailto:SalesTax@coloradosprings.gov).



OK

Click > Submit Registration.

Business Type: E-COMMERCE | Your Role: Representative

✔ Your unverified address has been accepted. Complete your registration by clicking on Submit Registration button below, or click here to reset the lookup and locate and/or set a different address.

Submit Registration

Back | Next



Click > Ok

### Business Registration

A basic business registration is being processed. We are routing you to the full registration form now. Please be patient.

Cancel | Ok



The new page is your application; complete questions A through M; questions I1-I8 will address your international mailing address.

See the last page of this document for specific instructions.



### Entering your Business Mailing Address, I1-I8:

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 [salestax@coloradosprings.gov](mailto:salestax@coloradosprings.gov), 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.

**I. Business Mailing Address** - the address where we can send notifications

I1. Mailing Attention (Ex. Mr., Ms., Dept):

I2. Mailing Street Address \*

I3. Unit/Ste/Flr

I4. Mailing City \*

I5. Mailing State \*

I6. Mailing Postal \*

I7. Mailing Country \*

I8. **International Mailing Addresses Only:** choose Alabama as the state (Q.I5) and the United States as the country (Q.I7) to skip the required fields above. Enter your mailing address below (Street Address or Post Office Box Number, City, Province, State, Postal Code, and Country). We will update your account internally.