



Charles B. Hernandez
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Sales Tax Division

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salestax@pueblo.us

FILE AND PAY TAXES ONLINE!!

Website: <https://salestaxonline.pueblo.us/citizenaccess>

(or you can find it on the City website www.pueblo.us)

Website Support: 719-553-2659 call Sales Tax Division for Assistance

What you can do:

- File & Pay Sales/Use Tax Return
- File Excise Tax Return (can only include "Gross Sales") on Sales/Use Tax Return and remit tax due. Mandate is to email completed Excise Tax Return to salestax@pueblo.us
- PIF Returns can also be processed online

You will be required to provide an email address in order to set up the account. For those that use comcast.net there are special instructions which can be requested by emailing salestax@pueblo.us. Please note that the system is case sensitive.

FOR CHECK PAYMENTS ONLINE:

You may need to provide the following Company ID# for authorization of payment: 110312002 to your bank allowing the payment to be taken out of your account. (Company ID# is left Justified – after the 9th digit **press the space bar before saving**) If you have questions phone 719.553.2659 for assistance. See the following figure for help as well:

Account Number	Company ID
DDA #	110312002
Company Name:	<input type="text"/>
Amount Type:	<input type="text"/>
Amount:	<input type="text"/>
Transaction Type:	<input type="text"/>
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
Hit space bar before Save	

After setting up your log on you will then need to link your City of Pueblo Sales/Use Tax Account and this will require you to enter the "Account Number" and the "Licensed Address" exactly as it is stated in our system. The easiest way to know this is to look at the Licensing Invoice enclosed in this packet. ONLY USE street address not the city, state or zip code. Ensure all alpha characters are upper case if this is what is on your license. For assistance email salestax@pueblo.us and the exact address will be emailed back to you or phone our main line at 719-553-2659.