



City of Colorado Springs Sales Tax

Gentax Special Event Registration Instructions

Event Vendors

As a Special Event vendor, you will need to register your business with the event already available in the Gentax System.

Go to <https://coloradosprings.gentaxcpc.net/>

Please follow the directions **below** to sign up for your event.

- **Select the option below.**



Registration

Register with the city as a new business or a tax preparer. Established businesses can create a web logon to file, pay, and manages taxes.

- > Complete an Online License Application
- > Complete a Tax Preparer Application
- > Continue Your Application
- > Create a Web Logon
- > Register to Attend a Special Event (Vendors)
- > Host a Special Event (Event Promoters)
- > Submit a Voluntary Disclosure Agreement
- > Submit a Citizen's Refund Claim

- ***In the next screen, you will select the year and month the event will be taking place, as well as the event itself.***

Please Note: If your event is not listed in the dropdown menu, reach out to the event organizer or the sales tax office for more information.

- **Be sure to fill out all fields marked with a red asterisk (*)**

>

Event Information

Event Information

Enter information about the event that you are registering for.

During which year will the event take place? *

Required ▼

During which month will the event take place? *

Required ▼

Select the event that you are registering for: *

Required

- **Next, you will enter your business information.**

Your Business Information

What is the name of this business? *

Required

How is this business structured? *

Required



How is this business structure organized? *

Required



Select ID Type *

Required

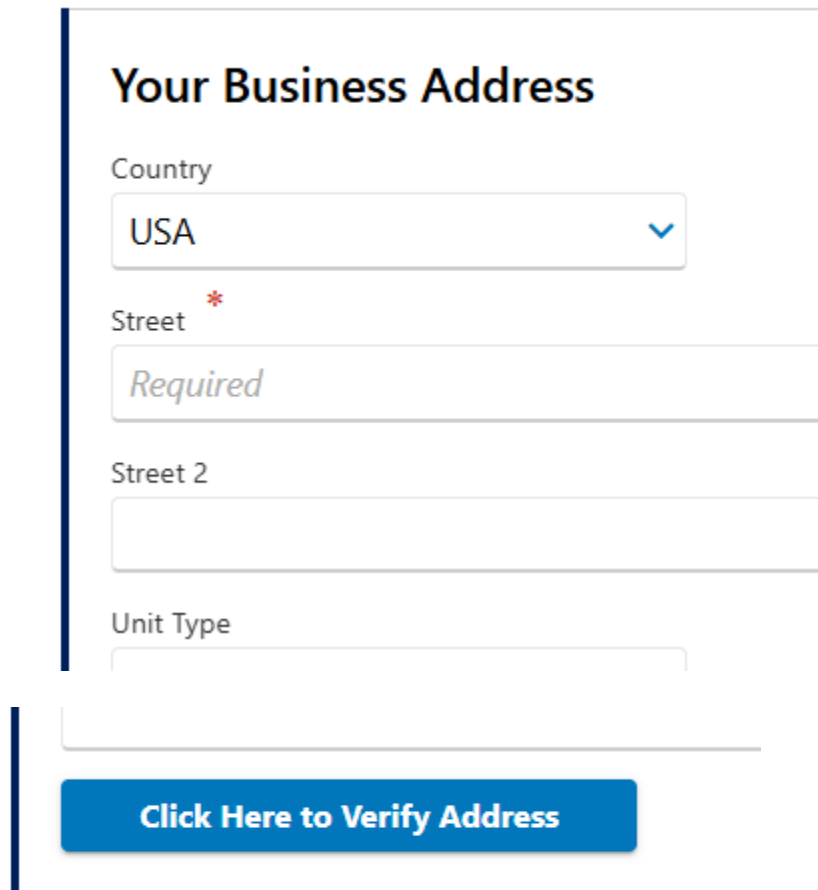


Enter your Enter your ID

Confirm ID

- ***The next step will be to enter the address information for your business. You will enter the information, then use the***

'Click Here to Verify Address' button to verify.

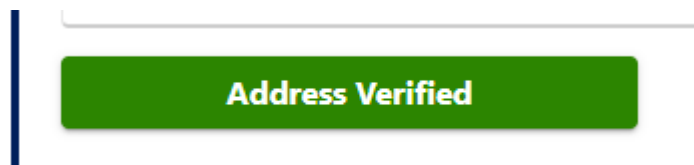


The screenshot shows a form titled "Your Business Address". It contains the following fields:

- Country:** A dropdown menu with "USA" selected and a blue downward arrow.
- Street:** A text input field with a red asterisk (*) above it and the placeholder text "Required".
- Street 2:** An empty text input field.
- Unit Type:** An empty text input field.

Below the form fields is a blue button with the text "Click Here to Verify Address".

- You will receive a green Verify address button once you choose the most fitting address. Continue with the NEXT button.***



The screenshot shows a single green button with the text "Address Verified" in white.

- The next step will be to add your contact information.***

Provide a Business Contact

Contact Type *

Required

Contact Name *

Required

- ***Once you have entered your contact information, you will be asked to confirm that you wish to register for this event.***

Confirm Submission


Are you sure you want to submit this registration?

I hereby certify, under penalty of perjury, that the statements

- ***Once you have selected 'Submit,' you will be given a confirmation number, and you will be registered for your event. Way to go!***

Confirmation

Thank you for using City of Colorado Springs Online Tax Portal to submit your Special Event Attendee Registration.

Please keep this confirmation number for your records: 

Printable View

OK