



## City of Colorado Springs Sales Tax

### Gentax Special Event Filing Instructions

#### Filing a Special Event Sales Tax Return

After your special event has concluded, you will receive an email with a reminder to file your tax return and report your sales.

Please follow the directions **below** to file your Special Event Tax Return!

1. Go to <https://coloradosprings.gentaxcpc.net/> From the main page, select '**File a Special Event Sales Tax Return.**'



#### Returns

While most returns require one to have an established logon to file and pay their tax liabilities, some returns can be filed below.

> [File a Special Event Sales Tax Return](#)

> [File a Consumer Use Tax Return](#)

2. You will be taken to the **Event Information** page to fill out the event details. If you cannot find your event in the drop-down menu, you can select the “My event is not listed.” The system will ask you for the event details.

Please complete all required fields marked with a red asterisk (\*).

### Event Information

Enter information about the event that you are filing for.

During which year did the event take place? \*

2025

During which month did the event take place? \*

October

The event that you are filing for: \*

COS MARATHON: 03-Oct-2025 -

My event is not listed.

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[Cancel](#) [< Previous](#) [Next >](#)

3. *Enter your business information. Choose the best ID type for how your business is structured:*

- *Sole Proprietor – Use Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)*
- *Partnership, Corporation, or LLC – Use Federal Employer Identification Number (FEIN)*
- *If already registered in our system – Use Customer or Account ID*

*(See example on next page)*

## Your Business Information

What is the name of this business? \*

*Required*

How is this business structured?

Business

How is this business structure organized?

Limited Liability Company

Select ID Type

- Customer/Account ID
- Federal Employer Identification Number
- Individual Taxpayer Identification Number
- Social Security Number

Enter your Enter your ID \*

*Required*

Confirm ID

Email \*

*Required*

Cancel

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*(continued on next page)*

- After selecting Next, the system will ask you to select a NAICS code. (There will only be 2 options: General Merchandise sales or food & beverages).

**Event Activity**

What NAICS best describes your retail sales activity at the event?

Required 


Required

459420-General Merchandise Sales

722330-Food & Beverage Sales


4. Next, you will need to verify your business address. Complete the required fields and then click the Verify Address button. Select the address that is most correct from the list.

### Your Business Address

Country  
USA 


Street \*  
*Required*

Street 2


Unit Type  


Unit #

City \*  
*Required*

State  
COLORADO 

Zip \*  
*Required*

County  


Attention

[Click Here to Verify Address](#)

[Cancel](#)


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## 5. Enter your Business Contact details.

### Provide a Business Contact

Contact Type <sup>\*</sup>

Contact Name <sup>\*</sup>

Email

Phone Area Code <sup>\*</sup>

Phone Number <sup>\*</sup>

Extension

[Cancel](#)

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6. In the next step, you will report your sales. The form will calculate the 3.07% taxes and provide you with the final amount to be paid.

**Please note** the zero file at the top of the screen should be used if you did not make any sales or did not participate in the event. If you signed up for the event, you must file a return.

Is the total amount due for this return zero dollars? \*

Yes	No
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### Special Event Tax Return

#### Sales Tax

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Please put the total revenue made at this event.

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Sales

Non-Taxable Sales

Deduction Reason

Net Sales

Tax Rate

Total Amount Due

Cancel

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7. Next, the system will have you review your tax submission and provide details on penalty and interest (only if the return is overdue).

### Review Submission

The amount due for this return is **\$153.50**.

### Return Summary

Tax Due

Total Due

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8. The next screen is the payment option screen. This is where you will select your payment type.

### Payment Options

How do you want to pay? \*

**Credit Card**  
Pay via a third party credit card processor. There is a fee for this service.

**Bank Account**  
Use your bank account to make an ACH debit payment.

**Pay Later or Pay By Check**  
If you do not wish to submit a payment at this time, you can pay balances from your account at a later date. If you are paying by check, after you submit your application you may click the Printable View button on the next page. This voucher must be included when you send in a check, otherwise we may be unable to apply payment to your account.

[Cancel](#) [< Previous](#) [Next >](#)

Depending on the option you choose, the system will take you to a payment screen to enter the details of your payment method and finalize your tax return.

**Congratulations! You have successfully completed your Special Event Sales Tax Return.**

