



REMINDER FOR ALL CITY OF CRAIG BUSINESS OWNERS!

Our tax software is up and running and everyone should be registering/applying for City Sales Tax Licenses during the month of June. If you have started the process in MUNIREvs but have not yet received an email stating that your license was approved, then there is likely still a task needing to be completed on your end. This is a quick overview of the process:

- 1) When you have received your letter showing your license # and activation code, go to craig.munirevs.com
 - a. Google Chrome is the preferred internet browser
 - b. If you do not have your license # and activation code, please contact MUNIREvs support at 888-751-1911 or Katy Burns at 970-826-2003
- 2) When you go to MUNIREvs website- Click Register as a new user
- 3) Enter Email Address
- 4) Go to Email to get verification email from MUNIREvs and click on link in email to verify (if you don't have one, please check junk mail)
- 5) Select I already have an existing sales tax account- enter license # and activation code and lookup
- 6) Select your role for the company and choose add now
- 7) Select orange button- Return to Business Center
- 8) Left hand side under open tasks- Select the line that says "Read City of Craig Self Collection of Sales Tax"
- 9) Read statement and submit
- 10) Another statement will pop up that needs to be read and submitted
- 11) A blank information form will pull up that needs to be filled out and submitted
- 12) At this point, you have applied for a sales tax license with the City of Craig and forms have been sent to the tax department for processing
- 13) Within 1-2 business days, you will receive an email that your license has been approved and that you can log in and print it