

May 22, 2018

CRAIG, CITY OF  
300 W 4TH ST  
CRAIG, CO 81625-2713

ACCOUNT #



Dear Business Owner:

Along with the July 1, 2018 voter approved change in the local City of Craig sales tax rate, all city taxes collected by businesses after July 1, 2018 will need to be reported and remitted directly to the City of Craig instead of Colorado Department of Revenue as they had been in the past. Accordingly, for all taxes collected after that date, your business should remit these through our new online reporting system, MUNIREvs. Business registration/licensing is available immediately, and we encourage you to get your online account set up as soon as possible. Online submission is encouraged and free of charge. ACH payments are the preferred method of payment and are also free of charge. Fee structures for other submission types can be found on our tax information website at:

[http://ci.craig.co.us/departments/finance\\_department/sales\\_tax](http://ci.craig.co.us/departments/finance_department/sales_tax)

**Registration Steps**

- Go to: <https://craig.munirevs.com/>
- Click the Green “Go” button on the left-hand side for New Users Registration
- Enter your email address
- Follow the Instructions in the E-mail you will receive which will prompt you to click on a link to bring you to a secure User Profile screen.
- Create your User Profile and Click “Continue to Business Profile” (orange button)
- Link to your Business Record by entering the below information. *Note that your license number in the new system has SIX DIGITS, so your account number may have leading zeroes.*
  - **6 Digit Business License Number:**
  - **MUNIREvs Activation Code:**

Instructions are available on the City’s website and at <https://craig.munirevs.com>  
Unlimited phone and web support is available Monday through Friday from 8 am to 5 pm by contacting MUNIREvs at 1-888-751-1911 or email at [support@munirevs.com](mailto:support@munirevs.com).  
Please do not hesitate to utilize this resource – MUNIREvs is here to assist you.

Please do not hesitate to contact me by phone 970-826-2003 or email [kburns@ci.craig.co.us](mailto:kburns@ci.craig.co.us) if you have additional questions or need assistance.

Sincerely,  
Katy Burns  
Senior Sales Tax Accountant