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Bulk OPT – File & Pay Online

This guide will provide step-by-step instructions for filing and paying multiple returns for multiple tax accounts using Denver's online file and pay portal, the eBiz Tax Center.

Who is this service intended for?

This service is intended for payroll servicing companies that manage and administer Denver Occupational Privilege Taxes (OPT) for their customers.

What does this service offer?

- File multiple current and prior period original OPT returns online in a single transaction
- Pay multiple OPT returns online using e-check
- View the history of filings and payments submitted online
- Send and receive messages from Denver's Treasury Division

Need Help? We're here!

Phone: (720) 913-3958 | Email: excisetax.research@denvergov.org

Where do I go to register and what information do I need?

Bulk filing is available through Denver's eBiz Tax Center - http://www.DenverGov.org/eBizTax. A Denver Tax Account number for each return you file is required. No additional account access is necessary.

QUICK STEPS TO REGISTER:

1. Call Taxpayer Service at (720) 913-9309 to get a Verification Code.
2. Go to http://www.DenverGov.org/eBizTax and select the New User Registration option to "Register as a Third Party Payroll Company" and complete the registration steps.
3. Wait for an email with an Authorization Code. *This may take up to 24 hours.*

QUICK STEPS TO FILE & PAY (It is strongly advised that this process is initiated by the 25th of the month.)

1. Log into your account using your new username, password and the Authorization Code received in your Welcome email at http://www.DenverGov.org/eBizTax. *Note: The Authorization Code is only required for the initial login*.
2. Click the hyperlink to "Submit OPT Bulk Return File".
3. Click "Add" to upload a properly formatted .txt file with return information (Review the File Layout Rules - Appendix A for detailed instructions on file preparation).
4. Review the uploaded file contents and total per return, then advance to the "NEXT" screen.
5. Select the correct payment options.
6. If your account is structured with a debit block, request that the City's ACH Company ID is added as an allowable debit ID. (Learn how to request the City's ACH Company ID below)
7. Review and acknowledge payment amount and submit the file.
8. Receive email notification of return status. *Note: This may take up to 2 business days*.

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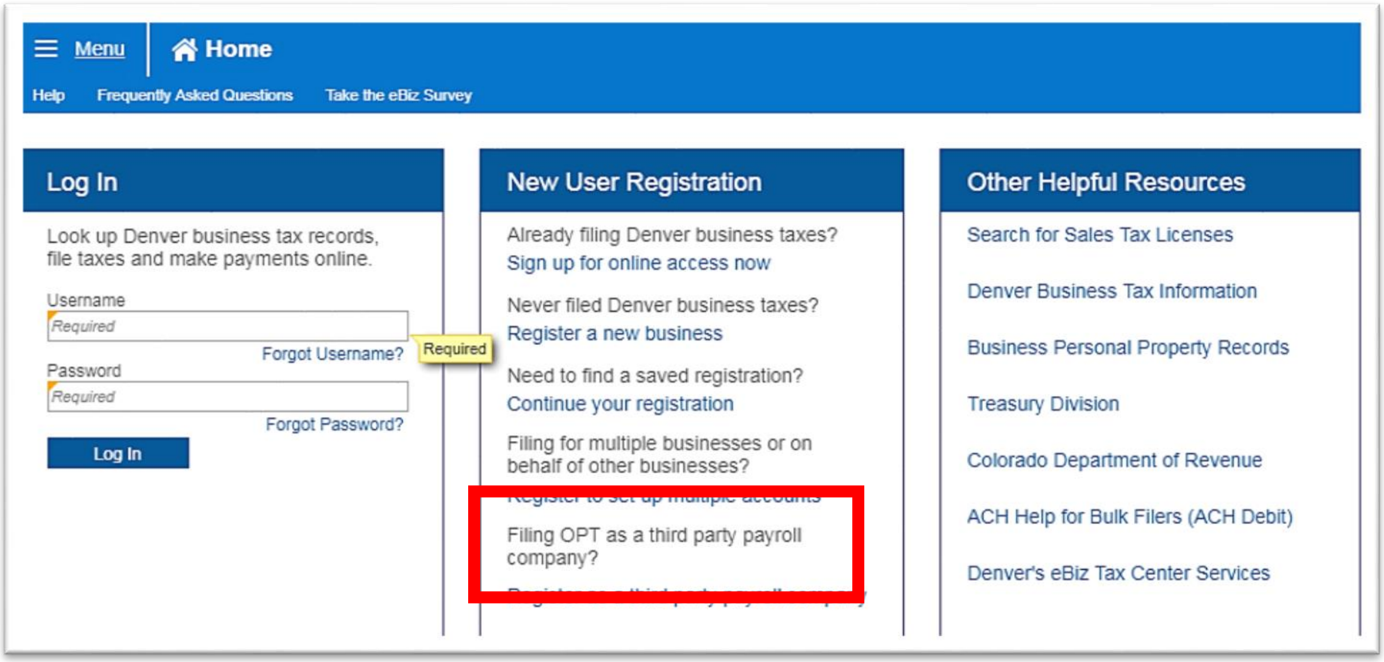
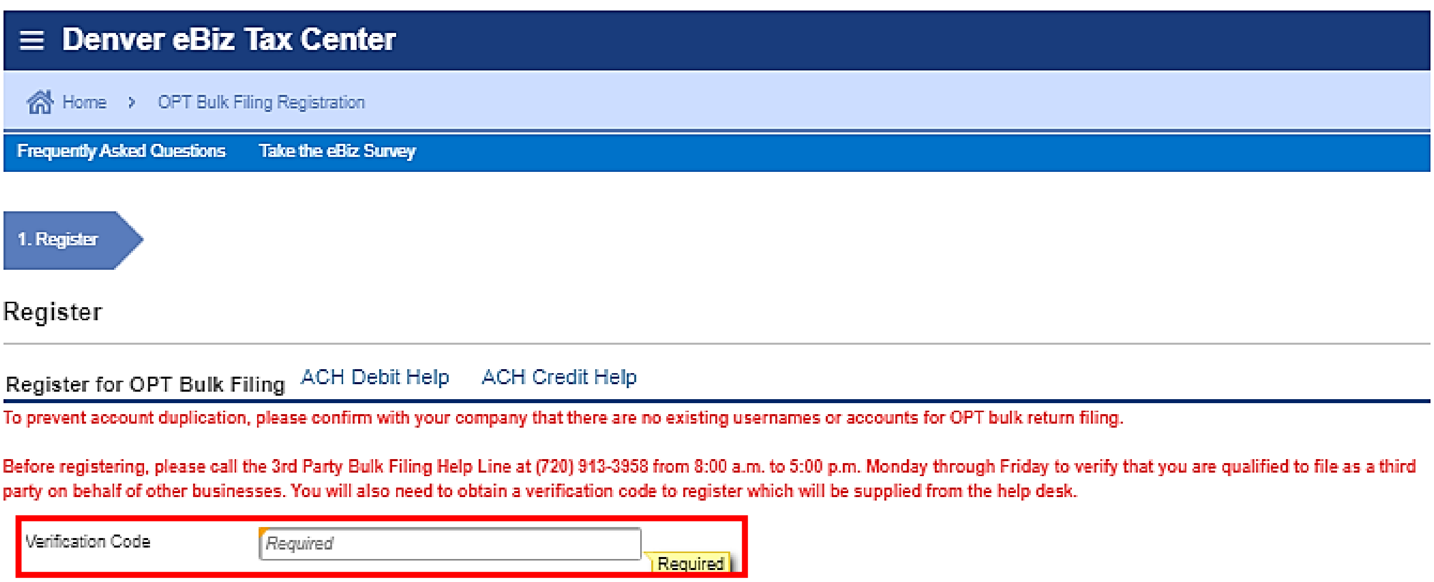
How to Register

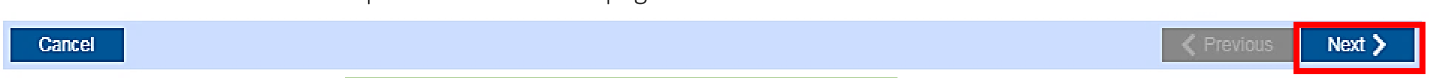
1. Access the eBiz Tax Center login page by navigating to http://www.DenverGov.org/eBizTax.
2. Click the blue ***"Register as a Third Party"*** hyperlink.



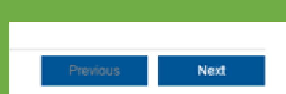
3. When prompted, enter the Verification Code. *Note: You must first call Denver's Taxpayer Service at (720) 913-9309 to receive a verification code.*



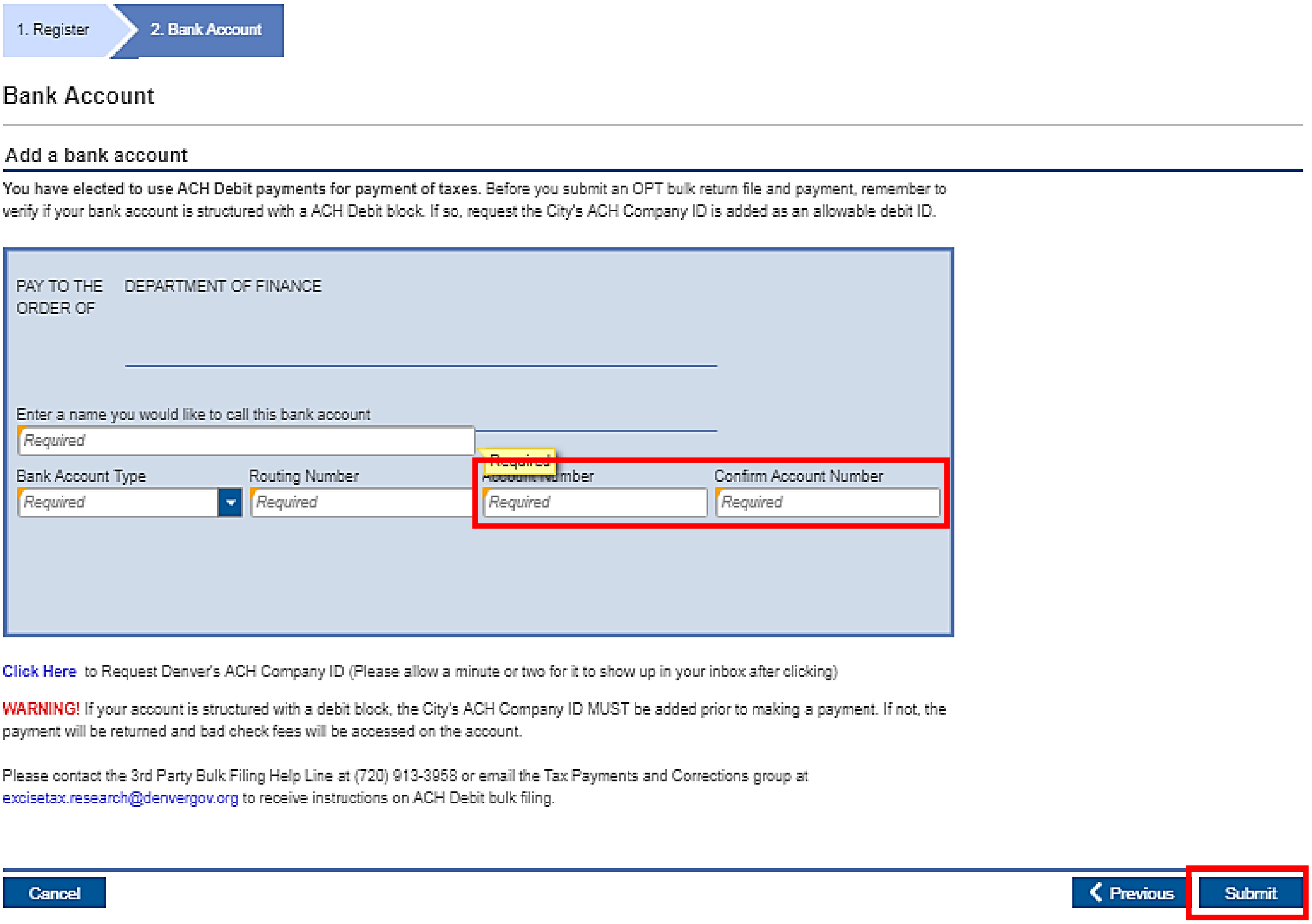
4. Complete the remaining fields.
5. Click the blue ***"Next"*** button to proceed to the next page.



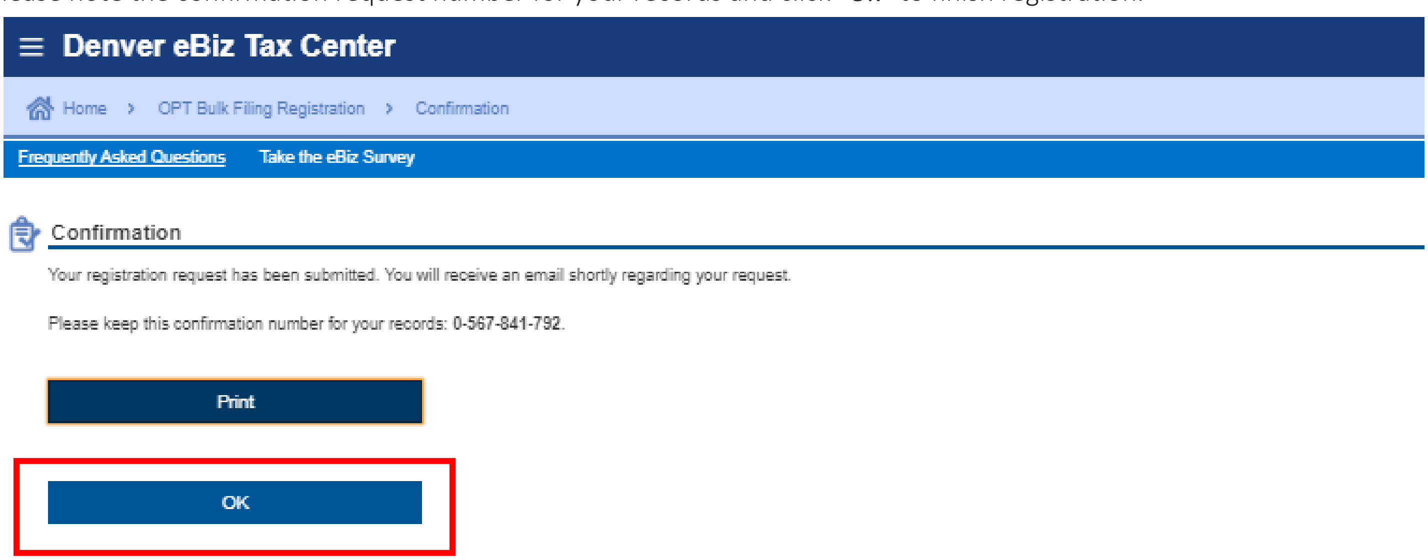
PRO TIP ▶ ▶ ▶ The buttons at the bottom of each page will help you navigate to the previous or next pages.



6. Enter the account details for the bank account that will be used to make payments and click the blue ***"Submit"*** button when you're finished.

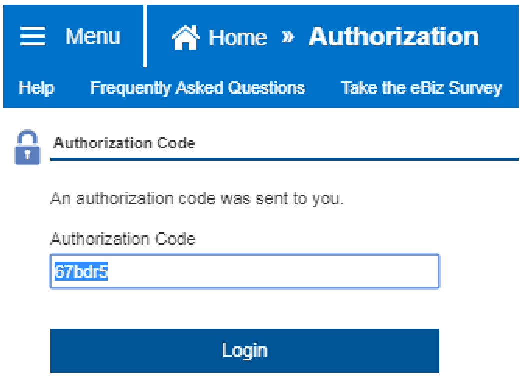


7. Please note the confirmation request number for your records and click ***"Ok"*** to finish registration.



8. Once the request has been processed, you will receive a welcome email notifying you of an account approval. The email message will contain a unique, one time authorization code that must be used the first time you log in. *Note: This email will be sent to the email address you entered during registration.*

9. Log into the eBiz Tax Center (http://www.DenverGov.org/eBizTax) using your username, password and the Authentication Code from the welcome email. *Note: The Authentication Code is only required for the initial login.*



Filing and Paying Returns

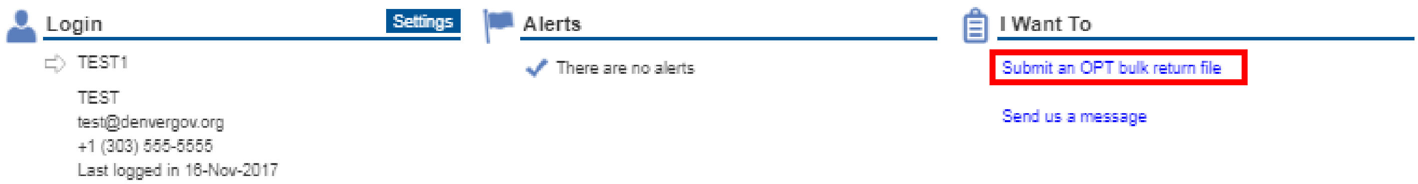
Please note:

- Each record within the file must adhere to the template provided and be properly formatted using the .txt extension. See File Layout Rules in Appendix A.
- Account numbers MUST be valid and OPT account (s) MUST be active and have a monthly filing frequency.
- Returns for future periods are not accepted online.
- Penalty and interest will automatically be added to returns that are filed late.
- Amended returns and returns for accounts with credit are NOT accepted, only original returns can be filed. To file amended returns or returns to use credits, please send paper returns to:

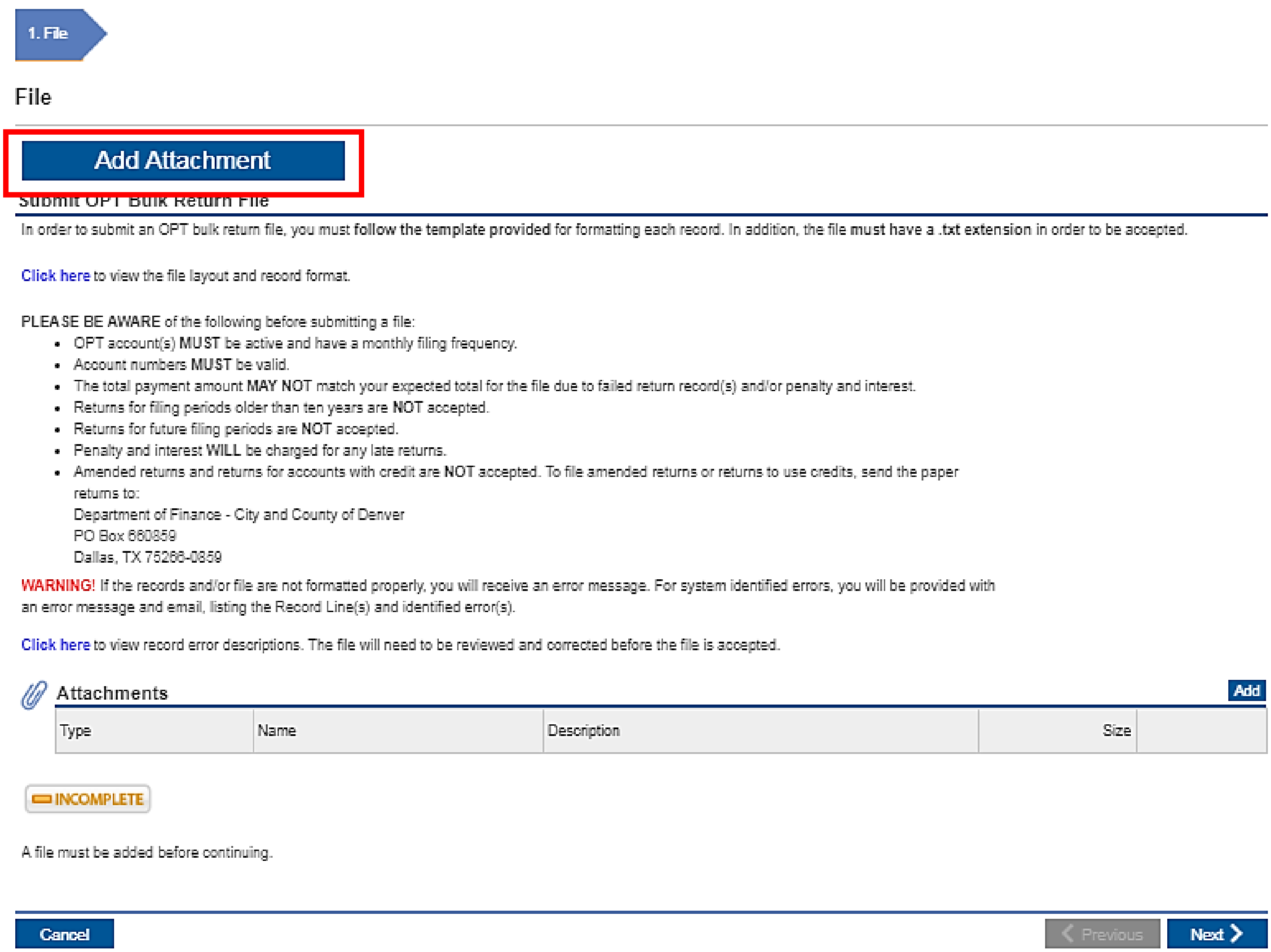
Department of Finance - City and County of Denver
PO Box 660859
Dallas, TX 75266-0859

PART I - File the Returns

1. Starting at the homepage click the blue ***"Submit OPT Bulk Return File"*** hyperlink.



2. Click the white ***"Add"*** link in the "Attachments" block to the top of the screen



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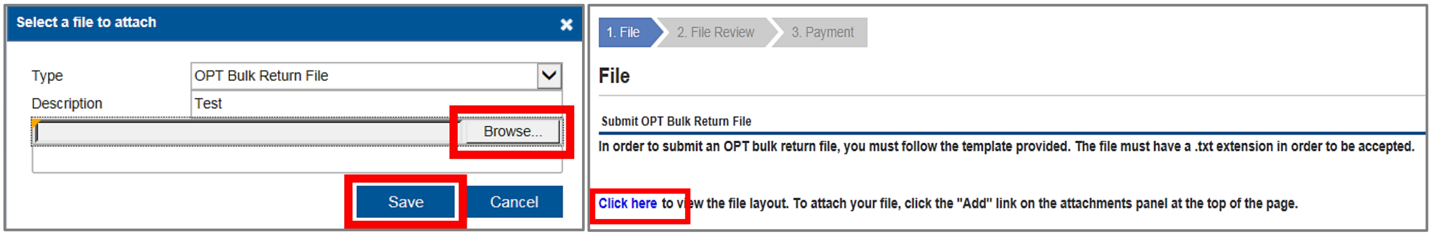
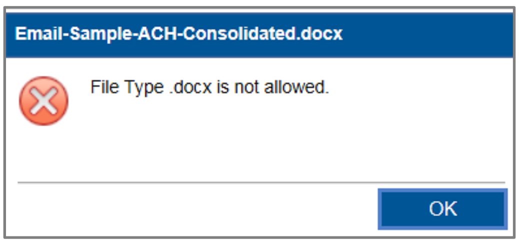
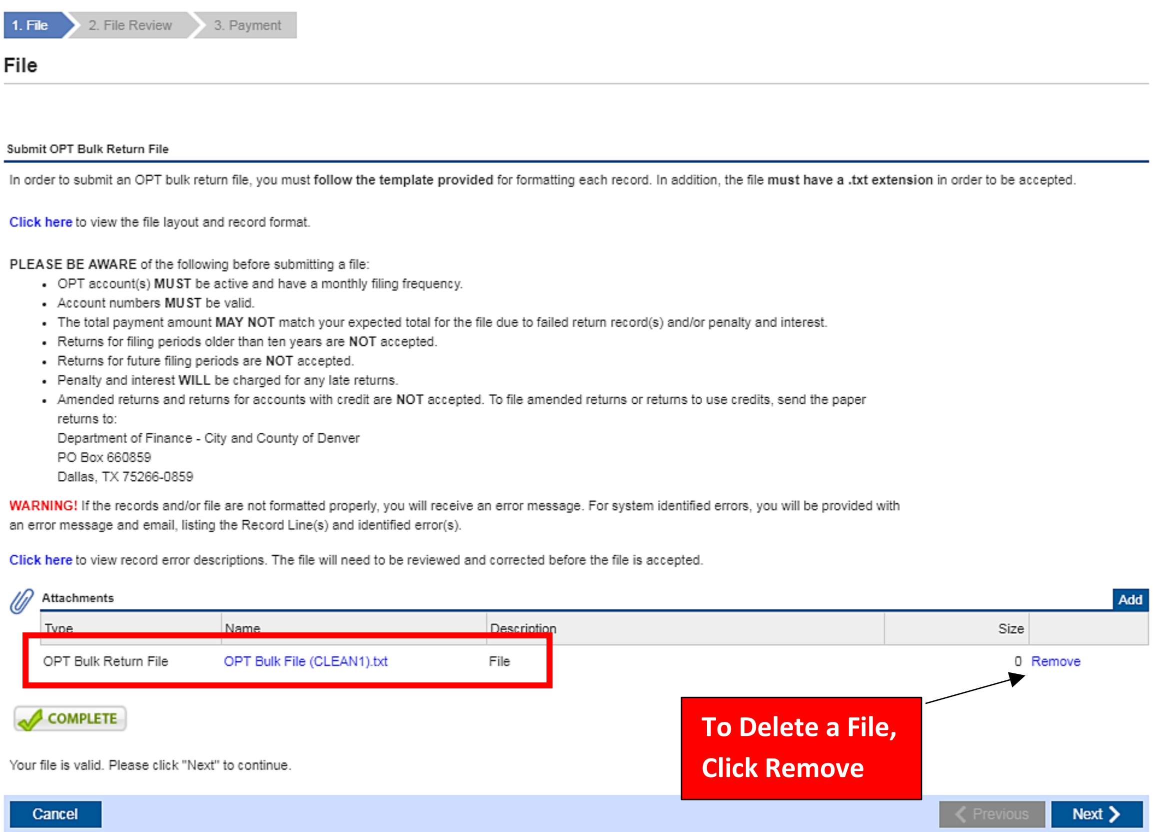
3. Complete the fields in the pop-up window by adding a description of the file, select ***"Browse"*** to browse to and upload a .txt file that conforms to the File Layout Rules in Appendix A, and ***"Save"***. *Note: The file layout is also viewable from within eBiz*.



Warning! If the file you tried to attach does not follow the prescribed format and/or extension (.txt), you will receive an error message (example below). To attach an acceptable file, click the ***"OK"*** *button on the error message and try again.*



4. Upon successful upload of the file, the system will display a "Complete" notification and the file will be listed under "Attachments". *NOTE: A file can be removed by clicking Remove.*



5. Review the uploaded file contents and total per return, then advance to the "Next" screen.

1. File | 2. File Review

File Review

Summary of File

Below is a summary of the file you wish to submit. There are **8 records in your file, 6 of which are in error.** If you have records in error, they will **NOT** be processed if you submit the file as is, and you will receive successful and failed return record(s) confirmation email(s) within 2 business days. The failed return record(s) will need to be corrected and resubmitted in a separate file along with payment.

Click here to view records in error descriptions. These errors will be reviewed by the Tax Payments & Corrections group, who will contact you with results within 3-5 business days.

Records in Error

Filter

ID	Filing Period	Return Status
201008-030030	28-Feb-2015	Not a Monthly Filer
201010-030048	28-Feb-2015	Invalid ID
205018-030035	28-Feb-2015	Invalid ID
211006-030039	28-Feb-2015	Invalid ID
211009-030032	28-Feb-2015	Invalid ID
211010-030049	28-Feb-2015	Invalid ID

6 Rows

OPT Bulk File (CLEAN1).txt

Filter

ID	Filing Period	Owner Liable	Business Liable	Employee Liable	Tax	Penalty	Interest	Total
201009-030031	28-Feb-2015	0	30	30	292.50	43.88	93.76	430.14
211011-030040	28-Feb-2015	1	0	0	4.00	25.00	1.28	30.28
2 Rows					296.50	68.88	95.04	460.42

Cancel | Previous | Next

PART II – Make a Payment

1. Choose a bank account to make a payment by checking the “Select” box next to the correct bank. Review the Total Amount Due and check the bow to acknowledge the ACH Debit payment amount to be withdrawn from your bank, then click Submit. *Note: If your bank account has a debit block, it is necessary to add the City’s ACH Company ID as an allowable debit ID to your bank account. During the payment review, there will be a link to “Click Here to Request Denver’s ACH Company ID”. By clicking the link, an email contain the ACH Company ID will be sent to you.*

1. File | 2. File Review | 3. Payment

Payment

Payment Source

Select a bank account for ACH Debit. Once the file is processed, **a payment will be created for the total amount due stated below, including any penalty and interest** that may be generated for late returns. If your bank account contains a debit block that may prevent the City and County of Denver's bank from electronically debiting your account, it is necessary to add the City's ACH Company ID as an allowable debit ID to your bank account. Please click the link below to request that the City's ACH Company ID be emailed to your registered email address.

Click Here to Request Denver's ACH Company ID (Please allow a minute or two for it to show up in your inbox after clicking)

WARNING! If your account is structured with a debit block, the City's ACH Company ID **MUST** be added prior to making a payment. If not, the payment will be returned and bad check fees will be accessed on the account.

NOTE: DO NOT mail any payments for any bulk filed returns, unless otherwise instructed and provided a payment voucher to be sent with the payment. Refunds are only issued to the registered and licensed taxpayers on whose behalf you're filing; they are not issued to the payors.

If you have questions please contact the 3rd Party Bulk Filing Help Line at (720) 913-3958 or the Tax Payments and Corrections group by email at: excisetax.research@denvergov.org.

Select A Bank Account

Bank Account Name	Bank Account Type	Bank Name	Account Number	Select
WELLS FARGO	Checking	WELLS FARGO BANK NA	****6789	☐

Amount Due

Total Tax $296.50

Total Penalty $68.88

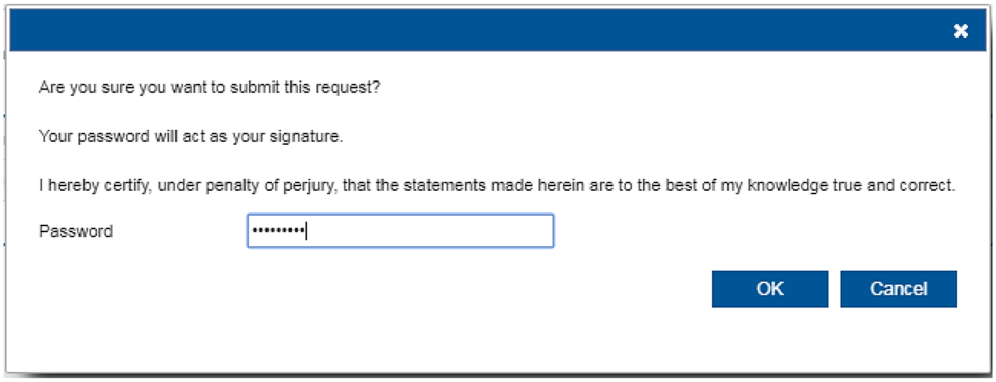
Total Interest $106.92

Total Amount Due* $472.30 *Does not include records in error

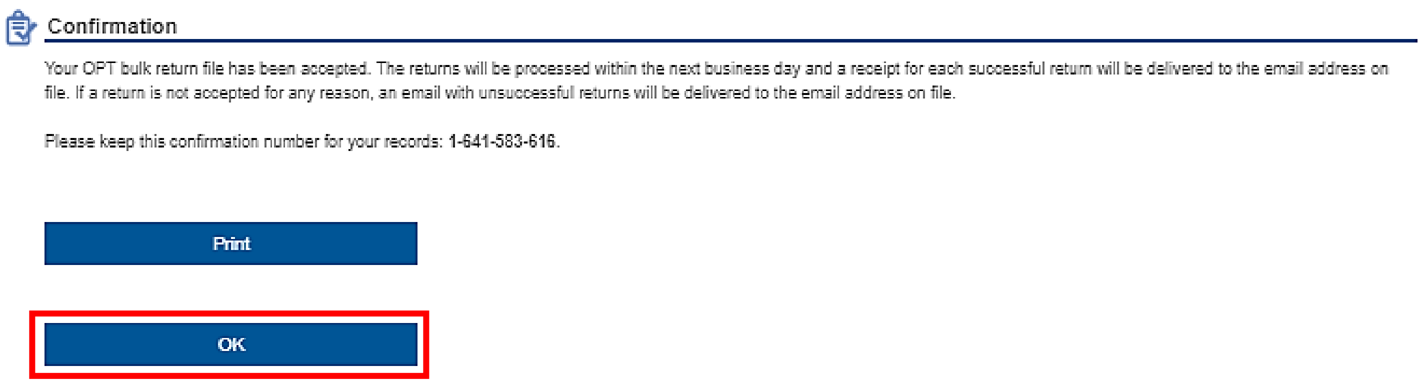
Required ☐ By checking this box, I acknowledge the Total Amount Due and agree to remit a payment for the exact amount stated.

Cancel | Previous | Submit

2. Confirm submission of the returns and payment source for processing by entering your password.



3. Note the confirmation number for your records. Select the ***"Print"*** option for a print friendly version of the confirmation and click ***"Ok"*** to return to the home screen.



IMPORTANT –Files are validated before and after upload. For full file validation information, refer to Validation Errors in Appendix B. When the Returns file has been processed, two emails will be sent to the email address on the account profile:

- A Successful Returns email which includes items from the returns file that DID post correctly.
- A Failed Returns email which includes items from the returns file that DID NOT post. *Note: For any unsuccessful return items, a reason will be provided. Once all errors have been corrected, submit a new file with only the items that originally failed.*

NEED ACH HELP?

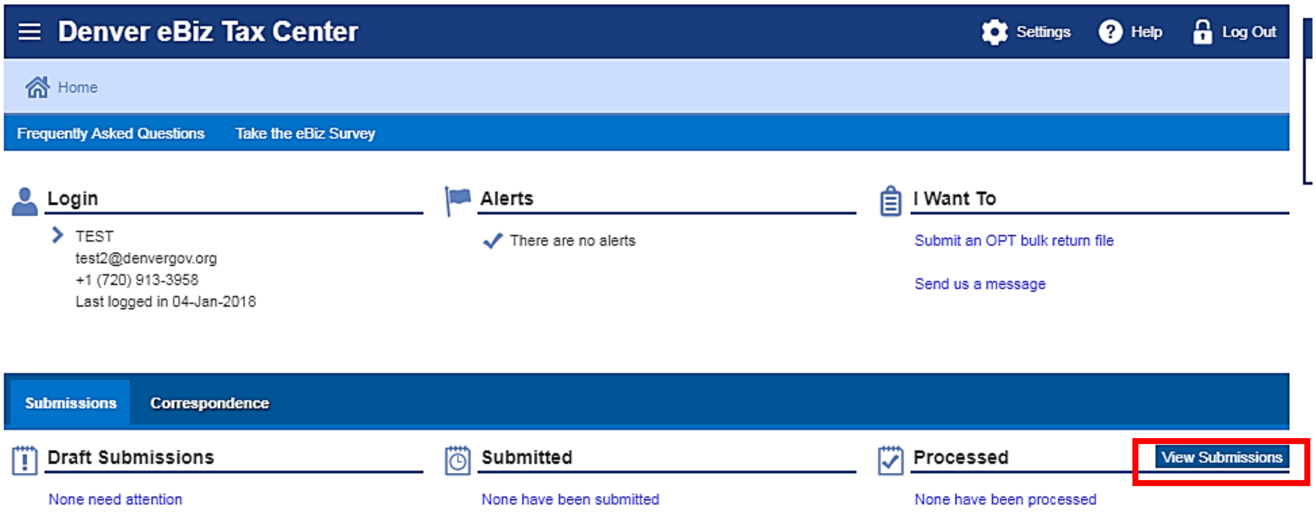
Contact us.

(720)-913-3958

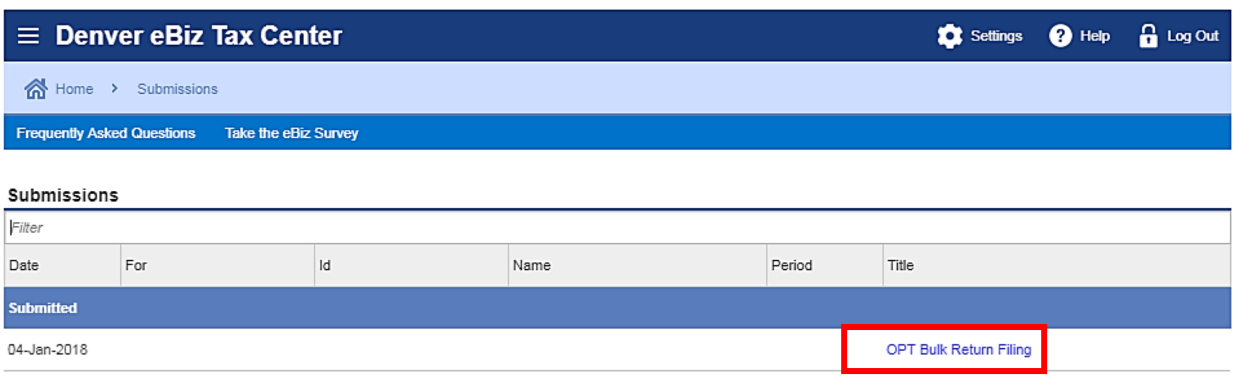
excisetax.research@denvergov.org

View Prior Return and Payment Submissions

From the homepage, click the *"View Submissions"*.



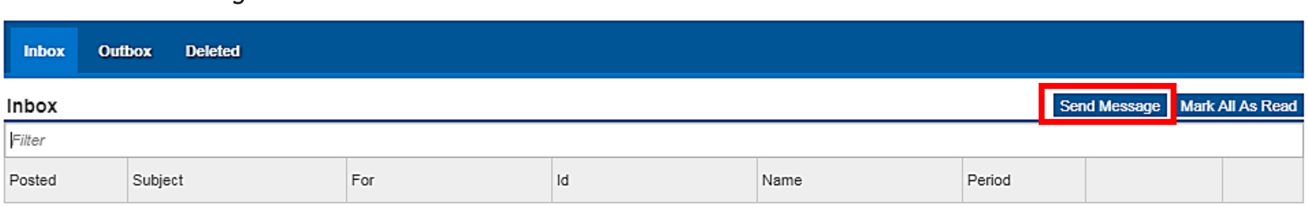
Click the *"Title"* hyperlink for the submission you want to review.



Send a secure message to the Treasury Division through eBiz

From the homepage, click the *"Correspondence"* tab. Then, select the *"VIEW MESSAGES"*.

Click on "*Send Message"* tab.



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Appendix A

File Layout Rules for Return File Upload

- The file extension must be ".txt".
- Each line in the text file represents a single return – the data for each return must be on a separate line of the text file
- Each record/line within the text file must be exactly 43 characters long
- Each record must contain data representing six different fields and must be in the following formats:

Field		Rules for Text File	Example	Proper Format in Text File
1	Record type	Must always be "RD"	none	RD
2	Account number	Must be a valid 12 digit Denver account number without the dash	255555-035555	255555035555
3	Period end date	Must be the last day of the period for which the return is being filed; cannot be a future period	March 31, 2015	20150331
4	Owner liability	Must be 7 characters long and padded to the left with 0s. This is the number of owner(s) liable to pay OPT.	5	0000005
5	Business liability	Must be 7 characters long and padded to the left with 0s. This is the number of employee(s) the business is liable to pay OPT on behalf of.	32	0000032
6	Employee liability	Must be 7 characters long and padded to the left with 0s. This is the number of employee(s) the business is filing for.	27	0000027

Example of a single record in a text file based on the numbers above:
RD2555550355552015033100000050000320000027

Appendix B

Validation Errors

There are two points of validation, a File Validation and an actual Returns and Account Validation.

File Validation

- Checked BEFORE file is uploaded (at the time of submission)
- Will prevent the file from being uploaded / processed into the system
- An email will be sent with details
- Error messages and descriptions:

ERRORS	DESCRIPTION
Invalid record type	The file format provided specifies that each record must start with "RD" and will display this error if a line starts with anything else
ID cannot be blank	The ID field is blank for the record indicated
ID has incorrect format	The ID format is incorrect for the record indicated
Period end date cannot be blank	The Period end date was not included for the record indicated
Filing period must be the last day of the month	The filing period is not the last day of the month for the record indicated
Filing period must be within last 10 years	The filing period for the record indicated is not within the past 10 years

Returns and Account Validation

- Checked AFTER the file is uploaded
- Checks the account and return filed match valid records in Denver's system
- Will prevent returns from processing
- An email will be sent with details
- Error messages and descriptions:

ERRORS	DESCRIPTION
Invalid Period	Attempting to file a return for a period not available on the taxpayer's account
Not a Monthly Filer	Taxpayer's account is not monthly, which is required for Bulk Filing.
Invalid ID	Incorrect taxpayer account number