

The City of Louisville offers several methods of paying taxes owed to the City.

By Mail

Any taxpayer with a Louisville Sales/Use Tax License may remit their taxes by mail along with a copy of the City Sales/Use Tax return. Returns and the accompanying payment must be postmarked on or before the due date of the period being paid. The post office postmark will determine timely payment, not the postmark of a postage meter. Payment should be mailed to: City of Louisville Tax Department, 749 Main Street, Louisville, CO 80027.

By ACH Credit

The Louisville Municipal Code requires taxpayers that remit tax in excess of \$75,000 annually to pay such taxes via Automated Clearing House (ACH) system. If you are not experienced with payment by ACH Credit, please refer to the National Automated Clearing House Association (NACHA) for a complete set of rules and regulations governing the ACH system.

Any taxpayer is permitted to pay sales, use, or lodging tax by ACH Credit. Taxpayers should first contact their financial institution to ensure they are able to initiate ACH payments in the proper format. The financial institutions may charge a fee for this service. The City will provide its banking information and the required taxpayer information to be included with the electronic payment. Additionally, the taxpayer is required to fax or email a copy of the tax return no less than 24 hours prior to the ACH payment.

On-Line

The City of Louisville allows payment of some tax returns through its online Business/Tax Manager. Taxpayers which owe \$100 in tax or less may use the Business Tax Manager to file their returns and remit their tax with the use of a credit card only. All taxpayers may pay their license renewal fees on-line, and taxpayers that need to file a zero tax return may also use the on-line system.

Use of the on-line system requires the City to issue an initial temporary password prior to use. Afterwards, the taxpayer may change the password and access the system any time they wish. A taxpayer may make payments, view the account history, use the self-calculating Louisville Sales/Use Tax Return Form, or update contact information.

The Business Tax Manager allows all taxpayers to access a blank, self-calculating tax return which may be printed and mailed with tax payments in excess of \$100. For those owing a tax payment of \$100 or less, the form may be submitted electronically with the credit card payment. Use of the self-calculating return form helps to eliminate math errors and will automatically calculate any penalties or interest that may be owed for late payments.

The information contained in the Tax Guide publications is intended to offer general guidance in layman's terms, for this topic, industry or business segment, and is not intended for legal purposes to be substituted for the full text of the Louisville Municipal Code rules and regulations. This guide does not constitute a city tax policy.