



## HOW TO SET UP BUSINESS TAX ACCOUNT & FILE TAXES IN XPRESSBILLPAY

1. Go to [Xpressbillpay.com](https://Xpressbillpay.com).
2. Login to your Xpressbillpay account. If you do not have an Xpressbillpay account, you'll need to create one.
3. Once you're logged in, click on "Add Account" in the upper left corner of your screen.

**xpress** BILL PAY

→ ADD ACCOUNT                      ACCOUNTS                      AUTO PAYS                      XPRESS V

4. The City of Ketchum should show up as an organization for you to click on. If not, you can search for it in the search by entering Ketchum's zip code, 83340.

**Add New Account** Step 1 of 3

Find your billing organization:

Enter Biller's Name, City, State or Zip

Billing organizations near your address (1):

 **City of Ketchum**  
Ketchum, ID

5. Once you click on "City of Ketchum" for the organization, it will take you to Step 2. Here you will need to click on "Business Tax" for the type of account you are trying to add. Then, you'll need to enter your account / permit number and pin which was provided to you in a separate letter.

**Add New Account** Step 2 of 2

Enter the following information as it appears on your City of Ketchum bill:

**Bill Type**  Business License  
 Business Tax  
 Utility

**Account Number**

**PIN**

6. Click on “Locate Account” at the bottom right of your screen. It should give you a message in red at the bottom of the screen that “**You have successfully added your account!**”

**Add New Account** Step 2 of 2

Enter the following information as it appears on your City of Ketchum bill:

**Bill Type**  Business License  
 Business Tax  
 Utility

**Account Number**

**PIN**

[< Back](#)

**YOU HAVE SUCCESSFULLY ADDED YOUR ACCOUNT!**

7. Click on “Accounts” at the top of your screen.

**xpress BILL PAY** Kelsie Choma

ADD ACCOUNT [→](#) ACCOUNTS [AUTO PAYS](#) [XPRESS WALLET](#) [HISTORY](#)

8. You will now see your Business Tax account listed.

	DUE DATE	AMOUNT DUE
Tax Returns <span style="float: right;">1 Total Account</span>		
TEST DISNEY Account #: 9999 City of Ketchum		<a href="#">VIEW</a>

9. To view your account and / or file your remittance, click on the green “**View**” button.

10. You are now at your Business Tax account home page. You can accomplish several things here:
- You can review your business information. If there are any changes, you’ll need to reach out to us so we can update your account.
  - You can file your tax remittances and pay your outstanding balance on tax remittances here.
  - You can review your priorly completed tax remittances and payments under “Completed Returns” by selecting the appropriate year.



**City of Ketchum**  
191 W 5th Street | PO Box 2315  
Ketchum, ID 83340

ACCOUNT NAME  
**TEST DISNEY**

ACCOUNT #  
**9999**

ACCOUNT ADDRESS  
111 MAGIC KINGDOM WAY  
KETCHUM, ID

[Remove Account](#)

Unfiled/Filed/Pending Returns

Select Year ▾

**Unfiled Taxes**      No Unfiled Data Found

Filed Taxes              No Filed Data Found

Pending Return         No Pending Data Found

Completed Returns

Select Year ▾

11. To file a remittance, you will need to select the appropriate year from the dropdown box, under “Unfiled/Filed/Pending Returns” on the left side of your screen.



**City of Ketchum**  
191 W 5th Street | PO Box 2315  
Ketchum, ID 83340

Unfiled/Filed/Pending Returns

Select Year ▾

Select Year

2024

2023

2022

2021

2020

2019

2018

2017

2016

2015

**Unfiled Taxes**      No Unfiled Data Found

Filed Taxes              No Filed Data Found

Pending Return         No Pending Data Found

12. Once you click on the appropriate year, you will find any remittances available for you to file next to “**Unfiled Taxes**” as a blue hyperlink. Click on it.

Unfiled/Filed/Pending Returns

2023 ▾

**Unfiled Taxes**      [January 2023](#) ←

Filed Taxes              No Filed Data Found

Pending Return         No Pending Data Found

13. You will now see your tax remittance slip.

- Line 1 is for Room sales. This is applicable to hotels, motels, short-term rentals, etc.
  - Line 3 is for Liquor-By-The-Drink sales. This is applicable for restaurants or businesses that sell alcohol to consume on premises.
  - Line 5 is for Retail sales. This is applicable for anything that can be considered retail, including prepared food. This is where most non-local businesses provide their sales numbers.
  - Line 6 is for Non-taxable sales. Anything that is non-taxable must go on Line 6.
- You will find once you start entering your sales numbers, the form will auto calculate the amount of tax owed.

1. TOTAL ROOM SALES	<input type="text" value="0"/>
2. TAX ON ROOMS (2% OF LINE 1)	0
2a. TAX ON ROOMS ADD 1%	0
3. TOTAL LIQUOR BY-THE-DRINK SALES (INCLUDING WINE & BEER)	<input type="text" value="0"/>
4. TAX ON LIQUOR (2% OF LINE 3)	0
4a. TAX ON LIQUOR 1%	0
5. TOTAL ON OTHER RETAIL SALES (INCLUDING BUILDING MATERIALS)	<input type="text" value="0"/>
6. LESS NONTAXABLE SALES	<input type="text" value="0"/>
7. NET OTHER RETAIL SALES (INCLUDING BUILDING MATERIALS)	0
8. TAX ON OTHER RETAIL SALES (INCLUDING BUILDING MATERIALS) 1% OF LINE 7	0
8a. TAX ON OTHER RETAIL SALES (INCLUDING BUILDING MATERIALS) ADD 1%	0
9. TOTAL TAX (LINES 2,2a, 4,4a,8 & 8a)	0
10P. GREATER OF 5% OF TAX DUE OR \$10.00	0
10I. 1% INTEREST PER MONTH ON TAX DUE DATE.	0
10. ADD AFTER DUE DATE: PENALTY - THE GREATER OF 5% OF TAX DUE OR \$10.00, PLUS 1% INTEREST PER MONTH ON TAX DUE	0
11. TOTAL TAX DUE THIS PERIOD	0

TAX ORGANIZATION  
City of Ketchum

ACCOUNT NAME  
TEST DISNEY

ACCOUNT NUMBER  
9999

ACCOUNT ADDRESS  
111 MAGIC KINGDOM WAY  
KETCHUM, ID

TAX RETURN  
(105168)

14. Once you enter your sales numbers and are ready to file your remittance, click on “File Return” on the right side of your screen. If you need to come back to the tax filing later, you should click “Save Without Filing”. Then when you are ready to complete it, you follow the above steps to do so. A few important items to note:

- You **MUST** file a tax remittance, even if you had zero sales. If you had zero sales, then you’ll file the remittance slip with zeroes.
- If you file after the due date, it will automatically calculate penalties and interest. If you try and avoid the penalties by filing a paper return, the account will still accrue penalties and interest as it is being processed after the due date.
- If you previously filed a remittance but need to make an amendment, no matter the filing period, you will need to reach out to our Business & Tax Specialist.

15. If your remittance requires payment, the screen will show a green “Pay Now” with the amount due button on the right of your screen. Click on that button and it will take you to the payments page. A couple of items to note:

- We only accept E-check for Business Tax payments online.
- If you cannot utilize E-check, we can accept a manual check. We ask that you notate on the check the account number and the filing period for it. This will help us allocate it correctly.

**CONGRATULATIONS! YOU HAVE SUCCESSFULLY SET UP YOUR BUSINESS TAX ACCOUNT IN XPRESSBILLPAY!**