



Tax and Licensing Division
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NOTICE

SEPTEMBER 2018

This letter is to inform you that the City of Aurora, in an effort to reduce paper consumption, postage costs, processing times and costs, and improve accuracy will no longer be mailing paper tax returns beginning October 2018. The recent upgrade in tax software allows for sophisticated and improved online filing and remittance of all taxes along with efficiencies and cost savings for both businesses and the city.

We encourage you to register your business with the Aurora Tax Portal at:

<https://AuroraTaxPortal.gentaxcpc.net/>

Once registered you will be able to file Sales, Use, Marijuana Sales and Excise, OPT and Lodgers taxes online. Payment can be made online using ACH debit, credit card, or by paper check with a printed voucher. You will also be able to correspond with the City of Aurora and make changes to your account through the portal.

Paper returns will still be accepted as long as they are the original, period specific, forms printed from the Aurora Tax Portal. The information is pre-populated on the account specific forms and are tailored specifically to each taxpayer account and filing period. The information includes the media information which is vital for accurate internal processing of the return forms. Sections 130-160(c) and 130-466 of the Aurora Municipal Code requires that taxes be reported on forms as prescribed by the Finance Director. **Forms that are modified or old forms that are not from the Aurora Tax Portal are not forms as prescribed by the Finance Director and are not considered as meeting the City's filing requirements and may result in rejection of the forms.**

The city will also accept walk in customers that need a return printed for them.

Thank you for your understanding. Please contact us at (303) 739-7800 opt. 2 if we can be of help with registration or questions.