



Dear Special Events Vendor:

The City of Lafayette is now using a new online tax and licensing system, MUNIRevs. With this new system you can pay your special event deposit, file your return, and make payments all online. Special Event registrations should be made online instead of being mailed to the City of Lafayette. Please follow the steps below to register and start using our new software.

Registration Steps

1. Go to: <https://lafayette.munirevs.com>
2. **Click the Green “Go” button** on the left-hand side for New Users Registration
3. **Enter your email address**
4. **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.
5. Create your User Profile and **Click “Continue to Business Profile” (orange button).**
6. **Select the “I have a new business and need to apply for a license” option.**
7. **Enter business name and select Special Event under Business Type.**
8. **Select the appropriate role under Your Role**, which best matches your role with this company.
9. **Click “Continue” (orange button).**
10. Complete the registration form that pops up. Be sure to complete all required information.
11. Read the information on the required fee and **Click “Submit” (orange button)** to proceed to payment page.
12. **Click “Payment Method” (orange button).** Select payment method and enter all applicable information.
13. Once payment is complete, it will then be forwarded for approval by the City of Lafayette. Once approved you will receive your license information via email. This Special Event License is required to be posted at the event for which the license was issued.
14. After the event has taken place, you will need to log into your MUNIRevs account to file the applicable forms. If the tax liability was less than the \$25.00 deposit, please email support@munirevs.com to request your refund.

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.

Please do not hesitate to utilize this resource – MUNIRevs is here to assist you.

Please do not hesitate to contact us by phone 303-661-1246 or email mandys@cityoflafayette.com if you have additional questions or need assistance.

City	3.500% - to be remitted to the City of Lafayette.
State	2.900% - to be remitted to the State of Colorado.
RTD	1.000% - to be remitted to the State of Colorado.
Boulder County	0.985% - to be remitted to the State of Colorado.
Culture Tax	<u>0.100% - to be remitted to the State of Colorado.</u>
Total	8.485% - to be collected on all Lafayette sales.