



File and Pay your Business Tax Online

Already have an Xpress Bill Pay Account?

1. Go to www.xpressbillpay.com
2. Log in as a registered user using your e-mail as your user name.
3. Select "Add New eBills."
4. Search for the Town of Winter Park.
5. Enter your Business Tax account number (Same number as your business license number) and PIN, then click "Locate Account." If you do not have your PIN, you will need to contact the Town of Winter Park at finance@wpgov.com or at 970-726-8081 ext 216.
6. Click on "File Taxes" and then under the "Unfiled Taxes" drop down select the return you will be filing. (If the tax period that you are trying to file is not on the drop down menu, you may have been set up with a different filing frequency and you will need to notify the Town of Winter Park.)
7. Fill in the information on the form and click on "File Return."
8. Once filed you will be given the option to make a payment. Follow the prompts until you receive a successful confirmation of the payment.

Register and Sign up for Online Business Tax

1. Go to www.xpressbillpay.com
2. Click "Go" under New to Xpress Bill Pay?
3. Fill out the form and select "Continue" to create your account and then login.
4. The Town of Winter Park should populate the screen
5. Enter your Business Tax account number (Same number as your business license number) and your PIN, then click "Locate Account." If you do not have your PIN, you will need to contact the Town of Winter Park at finance@wpgov.com or at 970-726-8081 ext 216.
6. Click on "File Taxes" and then under the "Unfiled Taxes" drop down select the return you will be filing. (If the tax period that you are trying to file is not on the drop down menu, you may have been set up with a different filing frequency and you will need to notify the Town of Winter Park.)
7. Fill in the information on the form and click on "File Return."
8. Once filed you will be given the option to make a payment. Follow the prompts to set up your payment information. This step is only for the first time making a payment, unless you want to pay with a different form of payment when filing future returns, in which case, you will need to make changes to your express wallet. Your payment is not finalized until you receive a successful confirmation of the payment.

Manage Multiple Sales Tax Accounts for the Town of Winter Park

1. If you already have an Express Bill Pay account, follow steps 1 & 2 from the **Already have an Express Bill Pay Account OR Register and Sign up for Online Business Tax.**
2. Select "Add New ebills."
3. Enter the Business Tax account number and PIN of another one your accounts and click "Locate Account".
4. Continue with steps 6-8 from either section above.

NOTE: You can only have one account in Xpress Bill Pay for each e-mail address. You will be setting up all of your accounts under the same e-mail address & Express Bill Pay account. The ebills will act as your multiple sales tax accounts.