

Monthly Reporting Instructions

STEP 1: Go to our website www.gardinerresorttax.com and click on our link “Businesses: Submit Your Monthly Taxes Here”. Next, you will fill out an electronic version of our remittance form (which includes your information for the month); after entering your information, click SUBMIT. This will send your information to us. It is helpful if you can submit before the 15th of each month. We cannot bill you until you submit this form. **It is YOUR responsibility to submit this form early enough so that your invoice can be created and you can make payment by the due date**

STEP 2: We will create a payable invoice and send it back to you at the email address you submitted in step 1. **Expect to receive an invoice from the District within 3-5 business days of your submission. The invoice will come to you from “Intuit.com”.**

STEP 3: When you receive your invoice, click the PAY NOW button, where you will be directed how to set up your account and make your payments through a bank account. After your payment is submitted to us, you will receive a notice confirming this action. **Taxes are due – PAID – by the end of the month following your collection.**

May	Submitted and Paid by June 30th
June	Submitted and Paid by July 31 st
July	Submitted and Paid by August 31 st
August	Submitted and Paid by September 30 th
September	Submitted and Paid by October 31 st
October	Submitted and Paid by November 30th

We appreciate your timely submissions of your tax collections. Please contact the District or any Board Member if you have questions. Thank you for your continued cooperation and support of the Gardiner Resort Area District.

Please email us if you are unable to submit online.

Website: www.gardinerresorttax.com
Email: gardinerresorttax@gmail.com