
El Paso County Electronic Consumer Use Tax Return Filing Instructions

Starting with the **September 2025 reporting period** (due **October 20, 2025**), taxpayers who file **Consumer Use Tax** can now **file and pay electronically** through our secure payment in partnership with Point & Pay.

Step-by-Step Filing Instructions to File Use Tax Return

1. Begin by selecting the Consumer Use Tax form to submit tax filing and payment electronically

- Go to [El Paso County Use Tax Information](#)

2. Select “Electronic Consumer Use Tax Return”

- Scroll to bottom of page and review the terms, then click “Continue” button to proceed.

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

Continue

3. Enter Taxpayer Information

- Business Name (DBA)
- Use Tax ID – 5 Digit Use Tax ID
- Contact Name, Email, Telephone and Business Address
- Reporting Period and/or Permit Number

4. Enter Purchase Details - Schedule A

- List purchases all taxable construction materials include:
 - Purchase Dates
 - Vendor Names
 - Item Descriptions
 - Amounts*(if additional space needed attach separate schedule)*
- Enter total subject to Use Tax, which will auto fill to Schedule B Line 1 for which no sales previously paid.

5. Calculate Use Tax Amount Due - Schedule B

- **Line 1:** The total amount from SCHEDULE A *(automatically filled)*
- **Line 2:** 1.23% El Paso County Use Tax Rate
- **Line 2B:** Multiple Line 1 by the tax rate *(calculated automatically)*
- **Line 3:** Enter the amount of interest and penalty (if applicable)
- **Line 4:** Enter any prior period adjustments for overpayments or underpayments (if applicable)

- **Line 5:** Add Lines 2B through Line 4 -**Total Amount of Use Tax Due** (*calculated automatically*)

6. Review and Sign

- Double-check all entered information.
- Electronic Sign, Form (add contract information)
- Submit the return electronically
- Enter email to receive confirmation.

7. Receive Confirmation

- After submitting, you'll receive an **email confirmation** within 10 minutes with receipt for your records.

Make a Secure Payment - via Point and Pay

Your confirmation email will include a link to **Point & Pay**, El Paso County secure payment processor.

Payment Options:

Credit/Debit Card

Fee: **2.39%** (minimum \$2.00)

Electronic Check (ACH)

Flat Fee: **\$0.95**

Payment Confirmation-After submitting Payment, you will receive a second **email with your** payment receipt for your records.

Paying by Check - If you prefer not to pay electronically

You can still file the return form electronically, then mail your check via U.S. Postal Service. Your check must arrive before the due date to avoid penalties.

Important Filing Dates

- **Returns are due by the 20th of each month** for the previous month's activity.
- Example: The return for September 2025 is due **October 20, 2025**.