

Big Sky Resort Area District  
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Big Sky, MT 59716  
www.ResortTax.org  
[info@resorttax.org](mailto:info@resorttax.org)

11/06/19



## **BUSINESS REGISTRATION INSTRUCTIONS (Ordinance 98-01-ORD)**

### **INSTRUCTIONS (New Businesses ONLY):**

Visit: <https://resorttax.munirevs.com>

#### **Click GO to Register**



#### **Enter Your Email Address**

#### **Verify Your Email Address (CHECK YOUR SPAM)**



Thank you for registering. To complete the registration process and activate your account we ask that you complete your registration by confirming your account information at [https://resorttax.munirevs.com/verify/?verify=4234\\_8e2ed5d4e34f0920ec37de70672ccfbddac2aec](https://resorttax.munirevs.com/verify/?verify=4234_8e2ed5d4e34f0920ec37de70672ccfbddac2aec)

If you experience issues, you may generate a new [confirmation email](#) or [contact us](#) for assistance.

## Set Your Password and Create Your User Profile

\* Required

### Set Your Password

**New Password \***

**Re-enter New Password \***

### User Profile

This information is to confirm that the business licensee is authorizing the below individual to have access to their MUNIRevs account.

<b>First Name *</b>	<b>Address *</b>
<input type="text"/>	<input type="text"/>
<b>Last Name *</b>	<input type="text"/>
<input type="text"/>	<b>City *</b>
<b>Telephone *</b>	<input type="text"/>
<input type="text"/>	<b>State *</b>
<b>Country *</b>	<input type="text"/>
<input type="text"/>	<b>Postal Code *</b>
<input type="text"/>	<input type="text"/>

[Continue to Business Profile](#)

## Select New Account

Please choose one of the following: \*

I already have an existing account.

If you have already been issued an account and/or you have been paying taxes in this jurisdiction, choose this option. **NEW BUSINESSES**, please scroll down to the bottom of this page for the option "I have a new business and need to apply for a new account."

I have a new business and need to apply for a new account.

Please do NOT choose this option if you have an existing account as it will create a new business and related tax forms for you to manage. If you are having difficulty attaching to an existing business, please select "I already have an existing account," above and use the link to contact MUNIRevs Support.

**Business Name**

**Business Type**

**Your Role**

[Continue](#)

## Enter Your Business Information and Click Submit

Resort Tax > Business Center > Task

### RESORT TAX

New Business Form

Test Period: Due: 11/11/2019 Current Time: 11/01/2019 Late: NO

DOING BUSINESS AS: \*

If a short term rental, please title the Doing Business As field with either 1) the Unit Number and Complex or 2) the Address Number and Street.

LEGAL NAME OF COMPANY: \*

**BUSINESS (OR PROPERTY) INFORMATION:**

BUSINESS (OR PROPERTY) PHYSICAL LOCATION: Use PO Box

Street *	Unit	City *	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MAILING ADDRESS:

Street *	Unit	City *	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**PRIMARY CONTACT INFORMATION FOR ACCOUNT:**

NAME OF CONTACT: \*

PHONE NUMBER: \*

Is your Business: Year Round or Seasonal? \*  Year  Seasonal

Please indicate your county: \*  Madison  Gallatin

**TYPE OF BUSINESS**

First Day of Business in this location \*

Federal Tax ID or SSN:

State Tax ID

**FILING FREQUENCY-**  
Do you remit or expect to remit more than \$1,000 per year in Resort Tax? \*  
 Yes  No

I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Name (as electronic signature) \*

Title \*

Date \*

[Save and Return to Business Center](#) [Submit](#)

Your business application has been received and is under review. You will receive an email in 1-3 business days including steps to finalize your business registration. After approval, tasks including registrations and tax forms (for tax collecting businesses) will be available in the action center.

**INSTRUCTIONS (New Businesses and Existing Businesses):**  
Log into Your Business Center: <https://resorttax.munirevs.com>

**Click and Complete The Business Registration Task**

The screenshot shows the 'Business Center' dashboard. The 'Action Center' section includes a 'MESSAGES' header with a red notification icon, a link to 'Click HERE for FAQ's', and a red notification for 'Resort Tax Updated Ordinance 98-01, Effective Date November 25, 2019'. Below this is an 'ALERTS' section with a red notification icon and a warning icon stating 'You have 1 Tasks to complete.' The 'OPEN TASKS' section has a green notification icon and lists a task titled 'Business Registration - Employee Count' with a sub-link 'Read Big Sky Resort Area District Ordinance Review (new)'. The 'Manage Your Account(s)' section has a blue notification icon and a table with columns 'Account Name', 'DBA', 'Lic#', and 'Code'. The table contains one row with 'Test', 'test', '012444', and '3SHSL3'. Below the table is a link to 'Add or remove accounts'. The 'Manage Your User Account' section has a blue notification icon and contains text about updating email addresses and removing accounts.

**Read Ordinance 98-01, as amended and Click Submit**

The screenshot shows the 'RESORT TAX' page. At the top, it says 'Big Sky Resort Area District Ordinance Review' with the ID '012444' and the name 'Test'. Below this is a 'Please Read' section containing the text: 'Big Sky Resort Area District governing Ordinance 98-01, as amended, effective November 25, 2019'. It then says 'Please read the Big Sky Resort Area District governing Ordinance 98-01, as amended, effective November 25, 2019'. At the bottom of the text area, it says 'By clicking the orange Submit button below, I acknowledge that I have read, understand, and agree to comply with Ordinance 98-01, as amended, effective November 25, 2019.' At the bottom of the page, there are two buttons: 'Save and Return to Business Center' and 'Submit'.

## Complete The Business Registration Questionnaire and Click Submit

Resort Tax > Business Center > Task

Next Task: Business Registration - Employee Count.

### RESORT TAX

**Business Registration - Employee Count**  
012444  
Test

Period: 2019-11-04 Due: 12/31/2019 Current Time: 11/04/2019 Late: NO

Enter the total number of employees, owners and independent / sub-contractors in the first field below. Then, enter the number of employees, owners and independent subcontractors working in the Big Sky Resort District in the second field.

**Total # of Employees \***

**Average # of Employees Working in the Big Sky Resort District. Include Owners. \***

I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Name (as electronic signature) \*  Title \*  Date \*

[Save and Return to Business Center](#) [Submit](#)

## Verify Pending Approval

Resort Tax > Business Center

Form Received.

Next Task: Business Registration.

### Action Center

MESSAGES 2

Click [HERE](#) for FAQ's

**Resort Tax Updated Ordinance 98-01, Effective Date November 25, 2019**

Through a unanimous vote at the 2nd reading on October 25, 2019, the Board of Directors of the Big Sky Resort Area District approved revisions to Ordinance 98-01. The revision includes new Rules, Regulations, and Registrations (3Rs) offering clarification on taxable items and furthering administrative guidance.

For more information follow the link below or contact the Resort Tax office at [info@resorttax.org](mailto:info@resorttax.org).

[Revised Ordinance](#), [Press Release](#), [FAQ's](#)

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**ALERTS**

No alerts at this time

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**OPEN TASKS**

Test

**Business Registration - Employee Count**

- Pending Approval: Business Registration (new)

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**Manage Your Account(s)**

Print your Registration, or make account changes by clicking on your account(s) below.

Account Name	DBA	Lic#	Code
Test	test	012444	3SHSL3

[Add or remove accounts from your user login by clicking here.](#)

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**Manage Your User Account**

**USER/ LOGIN OR EMAIL ADDRESS UPDATE:** Click [HERE](#) to register a new email address. Be sure to jot down your 6 Digit Account Number and 6 Digit Activation Code from the Manage Your Account section above first!

**NO LONGER MANAGE AN ACCOUNT?** To remove this user email from managing an account, Click [HERE](#), and use the red "Remove" Button to remove yourself from the account.

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### Activity

(Note - Form and Receipt Data May Not Be Available for Imported / Historical Data from Prior MUNIRevs Versions or Other Systems)

Newer		Older		Results 1 - 0 of 0	
Action	Status	Due Date	Amount	Form	
No Business Activity Found					

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**Thank you for being a part of the Big Sky business community!**  
**Your business registration has been received and is under review (1-3 business days).**  
**When your business registration is complete you will receive a confirmation email.**