

DENVER SALES TAX SPECIAL EVENT APPLICATION / REGISTRATION

City and County of Denver
201 W. Colfax Ave, Dept 1009
Denver, CO 80202
(720)913-9446

Mailing Address:
City and County of Denver
201 W. Colfax Ave, Dept 1009
Denver, CO 80202

FOR OFFICE USE ONLY

<u>Account Number</u>	<u>Show End Date</u>	<u>Investigator</u>	<u>License Fee</u> \$5.00
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PLEASE PROVIDE THE FOLLOWING

Trade Name/ Vendor Name		
Address		
City	State	Zip

1. NAME OF EVENT ATTENDING: _____
2. LOCATION OF EVENT: _____
3. DATE(S) OF EVENT: _____
4. HOME ADDRESS: (If different from mailing)

5. OWNER'S NAME: _____
6. TELEPHONE NUMBER-BUSINESS _____

HOME _____
7. ESTIMATE OF TAXABLE SALES AT THIS EVENT: _____
8. DO YOU NOW OR HAVE YOU EVER HAD AN ACTIVE DENVER RETAIL SALES TAX ACCOUNT? _____
Account Number: _____
9. NATURE OF BUSINESS: (Specify type of product sold or type of services rendered –be specific as to what you do. If no retail sales, please indicate.)

GENERAL INFORMATION:

A tax license assigns you the right and the obligation to collect taxes for the City of Denver. Taxes collected for the City of Denver are monies held in trust by you. It is your responsibility to adequately account for and remit these funds.

A TAX RETURN is required to be filed after the event. Due date is the 20th of the month following the event. If not remitted by the due date, there is a penalty of 15% of the tax amount, or \$25.00, whichever is greater, plus interest of 1% per month.

A TAX LICENSE IS NOT a license to do business.

SALES TAX:

A SALES TAX LICENSE is required if you are making retail sales. The license authorizes collection of sales tax along with any use tax owed. The license fee is \$5.00 per special event.

I hereby certify under perjury, that the statements made herein are to the best of my knowledge true, correct and complete.

Signature of Applicant _____
Title _____ Date _____

TREASURY DIVISION
Tax Collections Unit
(720) 913-9446

CITY AND COUNTY OF DENVER
SPECIAL EVENTS SALES TAX RETURN

NAME OF EVENT: _____
DATE(S): _____
TRADE NAME OF BUSINESS: _____
OWNER NAME(S): _____
ADDRESS: _____
TELEPHONE NUMBER: BUSINESS (____) _____ HOME(____) _____
CITY AND COUNTY OF DENVER SALES TAX ACCOUNT NUMBER: _____
SHOW ENDING DATE: _____

1. **TOTAL RETAIL SALES** \$ _____
List total retail sales for event.
2. **X 3.62% (TOTAL RETAIL SALES X .0362)** _____
3. * **X 4.0% (TAXABLE FOOD AND BEVERAGE)** _____
ONLY use this line if you sold prepared food or beverages. (TOTAL RETAIL SALES X .04)
4. **LATE FILING PENALTY** _____
If your return is filed **AFTER** the due date: Add 15% (X .15) of Line 2 and/or Line 3
OR \$25.00, WHICHEVER IS GREATER
5. **1% INTEREST PER MONTH** _____
If your return is filed **AFTER** the due date,
enter 1% (X .01) of Line 2 and/or Line 3 for every month past due.
6. ** **LICENSE FEE** _____
****INCLUDE \$5.00 LICENSE FEE IF YOU DID NOT PREVIOUSLY REMIT.**
7. **TOTAL DUE** _____
Add Line 2 and/or Line 3. Add Lines 4 & 5, if your return was filed AFTER the due date.
Add Line 6 if applicable. Enter total on Line 7. This is the amount to remit.

*** **DUE DATE:** File your return (by the 20th) of the month that follows the month in which your event occurred***

OWNER SIGNATURE: _____ **DATE** _____

* NOTE: **DO NOT** INCLUDE TAXES COLLECTED ON BEHALF OF THE STATE OF COLORADO

** NOTE: **THERE IS A \$5.00 SPECIAL EVENT LICENSE FEE REQUIRED FOR THE CITY AND COUNTY OF DENVER.**

PLEASE MAKE CHECK PAYABLE TO "MANAGER OF FINANCE"

MAIL COMPLETED RETURN TO: CITY & COUNTY OF DENVER

ATTN: Tax Collections Unit

201 W. Colfax Avenue

Denver, CO 80202

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE, PLEASE CALL **(720) 913-9446**

Important Information for Special Event Organizers and Vendors

1. **The Denver Merchandise Mart** located at 451 E 58th Ave #4270 Denver, CO 80216 (contrary to the name and mailing address) is **NOT** located within the municipal boundaries of the City & County of Denver.

This location actually resides in Adams County. For tax information – please contact the Adams County Sales Tax Department at 303-654-6300.

2. **Special Event Vendors will NOT receive an actual paper special event sales tax license. The Tax Compliance Section of the Denver Department of Revenue registers special event vendors on their tax system and assigns an account reporting number. A vendor's cancelled check, for the license fee, is their proof of payment and application.**