



**CITY AND COUNTY OF DENVER  
TREASURY DIVISION  
REQUEST FOR CERTIFICATE OF TAXES DUE**

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Denver Sales Tax No.: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**TO BE COMPLETED BY PERSON REQUESTING INFORMATION**

I hereby certify and represent that **I am the taxpayer (the owner of the business) of the above named business** or an authorized person (as defined by 38-25.5-101(1) (a) C.R.S.) and am thereby entitled to request this tax information.

**38-25.5-101(1) (a) C.R.S. – States in Part:**

**(1) “Authorized person” means: (a) A person who has obtained written authorization signed and notarized by a taxpayer to receive a certificate of taxes due for the taxpayer.....**

- \*NOTE:** 1) Only the actual taxpayer or an “Authorized Person” with a written authorization that is signed and notarized by the taxpayer may request and be provided a Certificate of Taxes Due document.  
2) Any taxes being paid during the process of application for a liquor license must be certified funds.

Transferor Information: (Seller) Business Mailing Address: \_\_\_\_\_  
Home Address of Principal Officer: \_\_\_\_\_  
Telephone Nos. \_\_\_\_\_  
Signature \_\_\_\_\_  
Printed Name (and Title): \_\_\_\_\_

Transferee Information: (Buyer) Business Name: \_\_\_\_\_  
Date Business Will Begin: \_\_\_\_\_  
Business Mailing Address: \_\_\_\_\_  
Home Address of Principal Officer: \_\_\_\_\_  
Telephone Nos. \_\_\_\_\_  
Signature \_\_\_\_\_  
Printed Name (and Title): \_\_\_\_\_

Closing Information: Attorney for Transferor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Date of Closing: \_\_\_\_\_  
Location of Closing: \_\_\_\_\_  
Agreed Purchase Price of Personal Property: \_\_\_\_\_  
**(Include a copy of the purchase agreement)**

Buyer has agreed to remit Use Tax due on transfer within ten days of closing. (Yes, No)

This form must be filled out completely for your request to be processed. **Under normal circumstances your Certificate of Taxes Due will be ready within (5) business days.** Please note that there is a \$10.00 processing fee for each specifically identified tax.

Fees Paid \_\_\_\_\_