



APPLICATION FOR DENVER SALES, USE, LODGERS TAX LICENSE AND/OR OCCUPATIONAL TAX REGISTRATION

Mailing Address:
City and County of Denver
Treasury Division,
Wellington Webb Bldg.
201 West Colfax Ave., Dept 403
Denver, CO 80202-5329

THIS APPLICATION MUST BE COMPLETED IN FULL. INCOMPLETE APPLICATIONS WILL BE RETURNED. A SEPARATE APPLICATION IS REQUIRED FOR EACH PLACE OF BUSINESS. IF YOU NEED ASSISTANCE, CALL 720-913-9400, OR VISIT OUR WEBSITE AT WWW.DENVERGOV.ORG FOR HELPFUL TAX INFORMATION.

1. BUSINESS INFORMATION

TRADE NAME _____
LEGAL NAME _____
FEIN #: _____ STATE SALES TAX NUMBER: _____
NAICS (North American Industry Classification) Number: _____

2. OWNERSHIP INFORMATION

- CORPORATION S-CORPORATION SOLE PROPRIETOR PARTNERSHIP NON PROFIT GOVERNMENT
 LLC

HAS THIS BUSINESS BEEN LICENSED OR REGISTERED IN DENVER UNDER YOUR OWNERSHIP IN THE PAST? YES NO
ACCOUNT # _____

3. OWNER / OFFICER INFORMATION (If needed, please list additional Owner / Officer Information on separate sheet.)

NAME		BUSINESS PHONE #1	
TITLE		BUSINESS PHONE #2	
ADDRESS		BUSINESS FAX	
		HOME PHONE	
CITY			
STATE	ZIP CODE	EMAIL ADDRESS	
NAME		BUSINESS PHONE #1	
TITLE		BUSINESS PHONE #2	
ADDRESS		BUSINESS FAX	
		HOME PHONE	
CITY			
STATE	ZIP CODE	EMAIL ADDRESS	

4. BUSINESS LOCATION INFORMATION (Do Not Use P.O. Box.)

ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
BUSINESS PHONE _____ BUSINESS FAX _____ EMAIL ADDRESS _____

5. TYPE OF BUSINESS

- RETAIL SALES WHOLESALE SALES MANUFACTURING CONSTRUCTION GOVERNMENT SERVICE ONLY OTHER

DESCRIBE NATURE OF BUSINESS (PRODUCTS SOLD, SERVICES PROVIDED) _____

NUMBER OF EMPLOYEES WORKING IN DENVER _____ BUSINESS START DATE IN DENVER _____

6. BUSINESS START UP INFORMATION (Business purchasers refer to bulletin TPS037 for important information regarding outstanding taxes due.)

- NEW START UP - Brand new business; not pre-existing.
 BUSINESS ACQUISITION - The purchase of an existing business. NOTE: THE FOLLOWING INFORMATION IS REQUIRED:
Date of Sale: ____/____/____ Total Purchase Amount: \$ _____ Furniture, Fixtures & Equipment Purchase Price: \$ _____
 RELOCATION /EXPANSION - An existing business relocating or expanding into Denver.
 OTHER - Please Explain: _____

FOR OFFICAL USE ONLY: Prepared By: _____ Date: ____/____/____ NBUT: ____/____/____ By: _____

7. TAX TYPE INFORMATION

a) OCCUPATIONAL PRIVILEGE TAX ACCOUNT

THE CITY AND COUNTY OF DENVER IMPOSES AN OCCUPATIONAL PRIVILEGE TAX ON INDIVIDUALS WHO WORK WITHIN THE CITY LIMITS OF DENVER. THE EMPLOYEE NEED NOT LIVE IN DENVER AND THE BUSINESS NEED NOT BE BASED IN DENVER, THE PERSON NEED ONLY PERFORM SERVICES WITHIN THE CITY (REQUEST TPS003 FOR MORE INFORMATION).

DATE FIRST DOING BUSINESS IN DENVER: _____ TAX WILL BE FILED BY: SELF 3RD PARTY
 CONTACT PERSON _____ TITLE _____ BUSINESS PHONE _____
 MAILING ADDRESS _____ BUSINESS FAX _____
 CITY _____ STATE _____ ZIP CODE _____ EMAIL _____

FILING FREQUENCY: OCCUPATIONAL TAX RETURNS ARE TO BE FILED
 MONTHLY (IF MORE THAN 10 EMPLOYEES) **QUARTERLY (IF 10 OR FEWER EMPLOYEES)**

b) CONSUMER USE TAX ACCOUNT (No License Fee)

IF YOU BUY TANGIBLE PERSONAL PROPERTY FOR OWN USE AND THE VENDOR DOES NOT COLLECT DENVER SALES TAX ON THE INVOICE, THE TAX DUE TO DENVER MUST BE REPORTED AND PAID TO DENVER. THIS INCLUDES PERSONAL PROPERTY ACQUIRED WITH THE PURCHASE OF A BUSINESS (REQUEST TPS002 FOR MORE INFORMATION).

DATE FIRST DOING BUSINESS IN DENVER: _____ TAX WILL BE FILED BY: SELF 3RD PARTY
 CONTACT PERSON _____ TITLE _____ BUSINESS PHONE _____
 MAILING ADDRESS _____ BUSINESS FAX _____
 CITY _____ STATE _____ ZIP CODE _____ EMAIL _____

FILING FREQUENCY: DENVER TAX COLLECTED
 MONTHLY (\$300/MONTH OR MORE) **QUARTERLY (LESS THAN \$300 / MONTH)** **ANNUALLY (LESS THAN \$15 / MONTH)**

c) SALES TAX LICENSE

LICENSE IS REQUIRED IF YOU ARE A DENVER VENDOR. THE LICENSE AUTHORIZES YOU TO COLLECT AND REMIT SALES TAX YOU MAY OWE (REQUEST TPS001 FOR MORE INFORMATION). A TAX RETURN IS REQUIRED TO BE FILED BY THE 20TH DAY OF THE MONTH FOLLOWING THE END OF THE TAX PERIOD. THERE IS A PENALTY OF 15% OF THE TAX AMOUNT, OR \$25.00, WHICHEVER IS GREATER, PLUS INTEREST OF 1% PER MONTH FOR LATE PAYMENT OF TAXES. A TAX LICENSE IS NOT A LICENSE TO DO BUSINESS. ADDITIONAL BUSINESS LICENSES OR PERMITS MAY BE REQUIRED BY OTHER CITY DEPARTMENTS, EXCISE AND LICENSES DEPARTMENT (720-865-2740) CAN PROVIDE INFORMATION FOR BUSINESS LICENSES.

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 CONTACT PERSON _____ TITLE _____ BUSINESS PHONE _____
 MAILING ADDRESS _____ BUSINESS FAX _____
 CITY _____ STATE _____ ZIP CODE _____ EMAIL _____

FILING FREQUENCY: DENVER TAX COLLECTED
 MONTHLY (\$300/MONTH OR MORE) **QUARTERLY (LESS THAN \$300 / MONTH)** **ANNUALLY (LESS THAN \$15 / MONTH)**

d) RETAILER'S USE TAX LICENSE

BUSINESSES LOCATED OUTSIDE OF DENVER MAY BE REQUIRED TO COLLECT RETAILER'S USE TAX (TAX ON DELIVERIES INTO DENVER AT THE SALES TAX RATE). IF REQUIRED TO COLLECT THE TAX, YOU MUST APPLY FOR A LICENSE.

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 MONTHLY (\$300/MONTH OR MORE) **QUARTERLY (LESS THAN \$300 / MONTH)** **ANNUALLY (LESS THAN \$15 / MONTH)**

e) LODGER'S TAX LICENSE

LICENSE IS REQUIRED, IF YOU FURNISH ROOMS OR ACCOMMODATIONS IN THE CITY OF DENVER FOR A PERIOD OF LESS THAN 30 CONSECUTIVE DAYS. A FEE IS REQUIRED, IF THE APPLICATION IS NOT COMBINED WITH A SALES TAX APPLICATION.

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 CONTACT PERSON _____ TITLE _____ BUSINESS PHONE _____
 MAILING ADDRESS _____ BUSINESS FAX _____
 CITY _____ STATE _____ ZIP CODE _____ EMAIL _____

FILING FREQUENCY: DENVER TAX COLLECTED
 MONTHLY (\$300/MONTH OR MORE) **QUARTERLY (LESS THAN \$300 / MONTH)** **ANNUALLY (LESS THAN \$15 / MONTH)**

8. LICENSE FEES AND RENEWAL PERIOD

LICENSES WILL BE ISSUED FOR A TWO-YEAR PERIOD, RENEWABLE ON A BIENNIAL BASIS BY JANUARY 1. IT IS THE DUTY OF EACH LICENSEE ON OR BEFORE JANUARY 1 OF EVEN-NUMBERED YEARS FOLLOWING THE YEAR IN WHICH THEIR LICENSE IS ISSUED, OR RENEWED TO COMPLETE A RENEWAL FORM IF THEY REMAIN IN RETAIL BUSINESS. LICENSE FEES RECOVER THE ADMINISTRATIVE COST OF ESTABLISHING AND MAINTAINING TAX ACCOUNTS AND ARE NON-REFUNDABLE.

9. LICENSE FEE PRORATION SCHEDULE

TAX LICENSE TYPES	PRO-RATED FEES IF BUSINESS BEGINS				MAKE CHECKS PAYABLE TO "MANAGER OF FINANCE" (see mailing address on 1 st page) LICENSE FEE REMITTED:
	Jan. 1, 2012 to June 30, 2012	July 1, 2012 to Dec. 31, 2012	Jan. 1, 2013 to June 30, 2013	July 1, 2013 to Dec. 31, 2013	
CIRCLE ONE ONLY					
SALES TAX	\$50.00	\$37.50	\$25.00	\$12.50	\$ _____
SALES & LODGER'S TAX	\$50.00	\$37.50	\$25.00	\$12.50	
LODGER'S TAX	\$50.00	\$37.50	\$25.00	\$12.50	
RETAILER'S USE TAX	\$50.00	\$37.50	\$25.00	\$12.50	

I HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT THE STATEMENTS MADE HEREIN ARE TO THE BEST OF MY KNOWLEDGE TRUE, CORRECT AND COMPLETE.

SIGNATURE OF APPLICANT _____ TITLE _____ DATE _____