



APPLICATION FOR DENVER SALES, USE, LODGER'S TAX LICENSE AND/OR OCCUPATIONAL TAX REGISTRATION

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

GO GREEN and register online at www.denvergov.org/ebiztax or complete this 2-page form below

IF YOU NEED ASSISTANCE, CALL 720-913-9400, OR VISIT OUR WEBSITE AT WWW.DENVERGOV.ORG/TREASURY FOR HELPFUL TAX INFORMATION. A SEPARATE APPLICATION IS REQUIRED FOR EACH PLACE OF BUSINESS. COMPLETED HARD COPY APPLICATIONS CAN BE MAILED TO THE ADDRESS ABOVE.

1. BUSINESS INFORMATION

TRADE NAME, LEGAL NAME, WEBSITE

FEIN #, STATE SALES TAX #, NAICS #

(N. American Industry Classification System)

2. OWNERSHIP INFORMATION

CORPORATION, S-CORPORATION, SOLE PROPRIETOR, PARTNERSHIP, NON-PROFIT, GOVERNMENT, LLC (How do you declare with the IRS for Federal Income Tax filing?) Corporation, Partnership, Disregarded Entity

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, TITLE, ADDRESS, CITY, STATE, ZIP CODE

BUSINESS PHONE #1, BUSINESS PHONE #2, BUSINESS FAX, HOME PHONE, EMAIL

NAME, TITLE, ADDRESS, CITY, STATE, ZIP CODE

BUSINESS PHONE #1, BUSINESS PHONE #2, BUSINESS FAX, HOME PHONE, EMAIL

4. BUSINESS LOCATION INFORMATION (Do not use P.O. Box.)

ADDRESS, CITY, STATE, ZIP CODE

BUSINESS PHONE, BUSINESS FAX, EMAIL

5. BUSINESS MAILING INFORMATION (If different from Business Location Address.)

ADDRESS, CITY, STATE, ZIP CODE

6. TYPE OF BUSINESS

RETAIL SALES, WHOLESALE SALES, MANUFACTURING, CONSTRUCTION, GOVERNMENT, SERVICE ONLY, OTHER

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

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

7. BUSINESS START UP INFORMATION (Additional Reference: Denver Tax Guide 69 Sale and Purchase of a Business)

ACQUISITION, RELOCATION, NEW START UP, OTHER - Please Explain

OFFICIAL USE BELOW THIS LINE:

Reviewer Notes:

Entered Into System By:

Registration from SUTS: Yes No

System Entry Date:

Account Number

**8. 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. (ADDITIONAL REFERENCE: DENVER TAX GUIDE 61 [OCCUPATIONAL PRIVILEGE TAX](#))

TAX WILL BE FILED BY:  SELF  3RD PARTY

FILING FREQUENCY:  MONTHLY (MORE THAN 10 EMPLOYEES)  QUARTERLY (10 OR FEWER EMPLOYEES)  ANNUAL (LIMITED QUALIFICATIONS, SEE TAX GUIDE)

**b) CONSUMER USE TAX ACCOUNT**

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. (ADDITIONAL REFERENCE: DENVER TAX GUIDE 83 [USE TAX](#))

TAX WILL BE FILED BY:  SELF  3RD PARTY

FILING FREQUENCY:  MONTHLY (\$300 / MONTH OR MORE IS DUE)  QUARTERLY (LESS THAN \$300 / MONTH IS DUE)  ANNUALLY (LESS THAN \$15 / MONTH IS DUE)

**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 (ADDITIONAL REFERENCE: DENVER TAX GUIDE 70 [SALES TAX](#)). 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 ([licenses@denvergov.org](mailto:licenses@denvergov.org)) CAN PROVIDE INFORMATION FOR BUSINESS LICENSES.

TAX WILL BE FILED BY:  SELF  3RD PARTY

FILING FREQUENCY:  MONTHLY (\$300 / MONTH OR MORE IS DUE)  QUARTERLY (LESS THAN \$300 / MONTH IS DUE)  ANNUALLY (LESS THAN \$15 / MONTH IS DUE)

**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. (ADDITIONAL REFERENCE: DENVER TAX GUIDE 83 [USE TAX](#))

TAX WILL BE FILED BY:  SELF  3RD PARTY

FILING FREQUENCY:  MONTHLY (\$300 / MONTH OR MORE IS DUE)  QUARTERLY (LESS THAN \$300 / MONTH IS DUE)  ANNUALLY (LESS THAN \$15 / MONTH IS DUE)

**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. (ADDITIONAL REFERENCE: DENVER TAX GUIDE 52 [LODGER'S TAX](#))

TAX WILL BE FILED BY: SELF  3RD PARTY

FILING FREQUENCY: MONTHLY (\$300 / MONTH OR MORE IS DUE) QUARTERLY (LESS THAN \$300 / MONTH IS DUE) ANNUALLY (LESS THAN \$15 / MONTH IS DUE)

**f) TOURISM IMPROVEMENT DISTRICT TAX ACCOUNT**

HOTELS WITH 50 OR MORE ROOMS ARE REQUIRED TO COLLECT THE TOURISM IMPROVEMENT DISTRICT TAX WHICH WILL BE FILED ON THE SAME RETURN TAX. IF YOU ARE A HOTEL, PLEASE INDICATE HOW MANY ROOMS YOU HAVE. (ADDITIONAL REFERENCE: DENVER TAX GUIDE 52 (LODGER'S TAX))

1 - 49 ROOMS  
50 OR MORE ROOMS (REQUIRED TO FILE MONTHLY TAX RETURNS ONLINE)

**9. LICENSE AND RENEWAL PERIOD**

LICENSES WILL BE ISSUED FOR A TWO-YEAR PERIOD, RENEWABLE ON A BIENNIAL BASIS BY JANUARY. 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 VERIFY THEIR CONTACT INFORMATION WITH TREASURY TO ENSURE THE LICENSE IS ACCURATE. THIRD-PARTY COLLECTORS LICENSES MUST BE RENEWED ANNUALLY. IF YOU CLOSE YOUR BUSINESS IN DENVER YOU MUST NOTIFY TREASURY TO ENSURE NO DELIQUENCY.

**10. CONTACTS (If different from Main Business Contact.)**

TAX TYPE	OCCUPATIONAL PRIVILEGE TAX	CONSUMER USE TAX	SALES / RETAILER'S USE TAX	LODGER'S TAX
CONTACT PERSON				
TITLE				
BUSINESS PHONE	EXT	EXT	EXT	EXT
EMAIL				

**11. MAILING ADDRESSES (If different from Main Business Mailing Address.)**

TAX TYPE	OCCUPATIONAL PRIVILEGE TAX	CONSUMER USE TAX	SALES / RETAILER'S USE TAX	LODGER'S TAX
MAILING ADDRESS				
CITY				
STATE	ZIP	ZIP	ZIP	ZIP

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 \_\_\_\_\_