



Michael B Hancock
Mayor

CITY AND COUNTY OF DENVER

DEPARTMENT OF FINANCE

CITY & COUNTY OF DENVER
TAX COLLECTIONS DEPT 1009 MC 405
201 WEST COLFAX AVE.
DENVER, COLORADO 80202
PH: (720) 913-9446 (888) 882-8488
FAX: (720) 913-9470

SUBJECT: Special Events - Sales Tax Licensing

Dear Exhibitor:

Denver, as a "Home Rule City," collects and administers its own taxes. Denver's tax rate is 3.65% for non-food items and 4% for food and beverages sold at retail. Additionally, the State of Colorado imposes 4% tax.

All participants attending an event in Denver are required to either have a current Denver Sales Tax License or pre-register for each event with the enclosed Application/Registration form PRIOR to attending the Special Event.

If you DO NOT have a current Denver Sales Tax License and will be making retail sales at the event, please remit the required \$5.00 Special Event License fee and complete the Denver Sales Tax Application/Registration form PRIOR to the event so that you are in compliance with the pre-registration process.

If you do have a current Denver Sales Tax License, no additional license fee is required. However, you must complete the attached Denver Sales Tax/Registration form indicating your license number in Section 8. This must be completed prior to the Special Event.

If you will not be making retail sales, please indicate "No Sales" in Section 9 of the Application/Registration form and remit prior to attending the Special Event.

Also, any vendor making sales of Food Items for Home Consumption is not required to collect Denver Sales Tax, but is required to complete the Application/Registration prior to the show, and indicate in Section 9 "Food Items for Home Consumption."

If you have any questions regarding taxability or procedures, please do not hesitate to contact me at (720) 913-9406

Sincerely,

A handwritten signature in cursive script, appearing to read "Valerie Lucero".

Valerie Lucero
Tax Collections
City and County of Denver
Treasury Department
Phone # 720-913-9406
Fax # 720-913-9470

TREASURY DIVISION
(720) 913-9400

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

Account Number	Show End Date	Tax Revenue Agent	License Fee
	07/15/2018	TRA Duong Nguyen # 81	\$5.00

PLEASE PROVIDE THE FOLLOWING

Trade Name/ Vendor Name		
Address		
City	State	Zip
Email		

1. NAME OF EVENT ATTENDING: DENVER COUNTY FAIR
2. LOCATION OF EVENT: 4655 Humboldt St. Denver, CO 80216
3. DATE(S) OF EVENT: 07/13/2018 – 07/15/2018
4. HOME ADDRESS: (If different from mailing)

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

CITY AND COUNTY OF DENVER - SPECIAL EVENT TAX RETURN

INSTRUCTIONS: A RETURN MUST BE FILED EVEN IF NO TAX IS DUE.

FOR ASSISTANCE: WWW.DENVERGOV.ORG/TREASURY OR 720-913-9446

SECTION A - TAXPAYER INFORMATION:

ALL FIELDS MUST BE COMPLETED

ENTER YOUR COMPLETE INFORMATION INCLUDING THE EVENT NAME AND EVENT ENDING DATE
 ENTER TRADE NAME OF BUSINESS, OWNER NAME, FULL ADDRESS, AND CONTACT PHONE NUMBERS
 PROVIDE YOUR DENVER SALES TAX ACCOUNT NUMBER (IF KNOWN) TO EXPEDITE YOUR RETURN
 PROVIDE YOUR EMAIL ADDRESS FOR CONTACT PURPOSES

SECTION B - CALCULATION OF TAXES DUE:

ROUND ALL AMOUNTS TO THE NEAREST DOLLAR

- LINE 1: ENTER TOTAL RETAIL SALES OTHER THAN TAXABLE FOOD AND BEVERAGES AND MULTIPLY BY 3.65%
- LINE 2: ENTER TAXABLE FOOD AND BEVERAGE SALES AND MULTIPLY BY 4.00%
- LINE 3: ADD LINES 1 AND 2. THIS IS THE TOTAL TAX DUE - **DO NOT INCLUDE TAXES COLLECTED ON BEHALF OF THE STATE OF COLORADO**
- LINE 4: IF THE RETURN IS FILED OR PAID AFTER THE DUE DATE, ENTER 15% OF LINE 3 OR \$25.00, WHICHEVER IS GREATER
- LINE 5: IF THE RETURN IS FILED OR PAID AFTER THE DUE DATE, ENTER 1% OF THE TOTAL OF LINE 3 FOR EACH MONTH OR PARTIAL MONTH RETURN IS LATE
- LINE 6: ADD \$5.00 FOR THE SPECIAL EVENT LICENSE FEE IF YOU HAVE NOT PREVIOUSLY REMITTED THE FEE FOR THIS EVENT. A LICENSE FEE IS REQUIRED FOR EACH SPECIAL EVENT.
- LINE 7: ADD LINES 1 THROUGH 6, AND ENTER TOTAL IN LINE 7, THIS IS THE TOTAL DUE AND PAYABLE. INCLUDE CHECK OR MONEY ORDER PAYABLE TO THE MANAGER OF FINANCE. **RETURN MUST BE FILED WITH PAYMENT BY THE 20TH OF THE MONTH FOLLOWING THE EVENT TO AVOID ADDITIONAL PENALTIES AND INTEREST.**

SECTION C - SIGN AND DATE YOUR RETURN

SECTION A TAXPAYER INFORMATION		MEDIA # 00000000001		TRA # 81	
EVENT NAME			EVENT END DATE		
DENVER COUNTY FAIR			07/15/2018		
TRADE NAME OF BUSINESS			OWNER NAME		
ADDRESS		CITY, STATE, ZIP		CONTACT PHONE	
DENVER SALES TAX ACCOUNT NUMBER		EMAIL			

SECTION B CALCULATION OF TAXES DUE: CITY AND COUNTY OF DENVER				
1.	TOTAL RETAIL SALES OTHER THAN TAXABLE FOOD AND BEVERAGE SALES	.00	X 3.65%	.00
2.	TAXABLE FOOD AND BEVERAGE SALES	.00	X 4.00%	.00
3.	TOTAL TAX DUE			.00
4.	LATE FILING PENALTY: ADD 15% OF LINE 3, OR \$25.00, WHICHEVER IS GREATER			.00
5.	INTEREST: ADD 1% OF LINE 3 FOR EACH MONTH OR PARTIAL MONTH RETURN IS LATE			.00
6.	LICENSE FEE: ADD \$5.00 IF YOU DID NOT PREVIOUSLY REMIT			.00
7.	TOTAL DUE AND PAYABLE: MAKE CHECK PAYABLE TO THE MANAGER OF FINANCE			.00

SECTION C SIGNATURE (REQUIRED)	TITLE	DATE
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RETURN MUST BE FILED WITH PAYMENT BY THE 20TH OF THE MONTH FOLLOWING THE SPECIAL EVENT

PLEASE MAKE CHECK PAYABLE TO "MANAGER OF FINANCE"
 MAIL COMPLETED RETURN TO:
 CITY AND COUNTY OF DENVER
 201 W. COLFAX AVENUE, DEPT. 1009, MC 405
 DENVER, CO 80202