



Department of Finance | Treasury Division
 Wellington Webb Bldg.
 201 W Colfax Ave Dept. 403
 Denver, CO 80202-5329
 Fax: 720-913-9475
 www.denvergov.org/treasury

DENVER SALES TAX SPECIAL EVENT APPLICATION / REGISTRATION

| OFFICE USE ONLY | Account Number | Show End Date | Tax Revenue Agent | License Fee |
|---|---|---------------|-------------------|---------------|
| | | | | \$5.00 |
| PLEASE PROVIDE THE FOLLOWING | Trade Name/ Vendor Name: | | | |
| | Address: | | | |
| | City: | | State: | Zip: |
| | Email: | | | |
| | Name of Event Attending: | | | |
| | Location of Event: | | | |
| | Date(s) of Event: | | | |
| | Home Address (if different from mailing): | | | |
| | Owner's Name: | | | |
| | Telephone Number: | | Business: | Home: |
| | Do you now or have you ever had an active Denver Retail Sales Tax Account? <input type="radio"/> YES <input type="radio"/> NO | | | |
| | If yes, Account Number: _____ | | | |
| 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, 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. **Please make checks payable to Manager of Finance.**

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 # |
| EVENT NAME | | EVENT END DATE | |
| 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 |
| 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

**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.