

Short Term Rental Application Assistance Sheet

These instructions are designed to assist individuals who are engaged in renting out short term lodging with applying for the necessary tax accounts. The Registration / Application form was designed with standard businesses in mind, so these instructions will help you to complete the form with your specific information.

- ▶ **RECOMMENDED REGISTRATION METHOD:** Register online at https://www.denvergov.org/ebiztax/_/
 - ▶ **ALTERNATIVE METHOD:** Download an application to complete, print, and mail.
<https://www.denvergov.org/content/dam/denvergov/Portals/571/documents/NewTaxpayerRegistrationForm.pdf>
-

Section 1 – Business Information

- Trade Name – If you have a business name you are operating under, enter that here. If not, you may leave this field blank.
- Legal Name – If you have a legal name you are operating under, enter that here. If not, enter your personal name.
- Website – If you have a website for your rental service, enter that web address. If not, you may leave this field blank.
- FEIN# - If you have a Federal Identification Number, enter that here. If not, you may leave this field blank.
- State Sales Tax # - If you have a State of Colorado tax ID#, enter that here. If not, you may leave this field blank.
- NAICS# - Enter 721199 in this field.

Section 2 – Ownership Information

- If you are operating as a business, please indicate the business structure. If you are not operating as a business, then select Sole Proprietor.

Section 3 – Owner / Officer Information

- Enter your name, home address, and phone number(s) in this section. If you have an email address where you would like to be contacted, please include that here.

Section 4 – Business Location Information

- Enter the address where the short term lodging is offered in this section.

Section 5 – Business Mailing Information

- If you would like to receive mail at a different location than your home address, list that address in this section.

Section 6 – Type of Business

- If you are making any type of retail sales as part of the short term rental, select Retail Sales. If not, then select Service Only.
- Provide a description of your business. As an example – “Short term lodging,” etc.
- If you have employees working for you, enter the number of employees here. If not, enter 0.
- Enter the date that you began making short term rentals in Denver.

Section 7 – Business Start Up Information

- In most cases for short term rental operations, this will be a new business. Select New Start Up.

Section 8 – Tax Type Information

- Individuals offering short term rentals will be liable for at least two tax types – Lodger’s Tax and Occupational Privilege Tax. Select the appropriate boxes for each of these tax types. Please read through the descriptions for the other possible tax types, and select those that are applicable to your operation.

Section 9 – License Fee and Renewal Period

- There is a license fee required for Lodger’s tax.

Section 10 – License Fee Proration Schedule

- Review the schedule and include the appropriate fee amount due based on the date your operation began.

Section 11 – Contacts

- This section is intended for businesses who have multiple contacts for different tax types. If you want someone else to be contacted, please include them here. Otherwise you can leave this section blank.

Section 12 – Mailing Address

- This section is intended for businesses who want separate mailing addresses for each tax type. Otherwise, you can leave this section blank.

Upon completion, please sign and date the form and send it back, along with any fees due, to the address listed on the application.