

## Certificate of Taxes Due for Business Personal Property & Excise Taxes

### Instructions

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- ▶ Complete a [Request for Certificate of Taxes Due](#) (pg. 2)
- ▶ If you are someone other than the taxpayer for the business, you are also required to complete an [Authorization to Request and/or Receive a Certificate of Taxes Due Issued by the City and County Denver](#) form (pg. 4)
- ▶ If you are closing a business or transferring ownership, complete an [Account Change or Closure Request](#) form
- ▶ There is a \$10 processing fee for each Certificate of Taxes due for a specifically identified tax that is identified as having an amount due on the Certificate of Taxes Due.
- ▶ Submit completed forms and payment.

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

Fax: (720) 913-9475  
Subject: CTD Request

### Additional Resources

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- ▶ Tax Guide Topic No. 69 - "Sales and Purchase of a Business"  
[https://www.denvergov.org/content/dam/denvergov/Portals/571/documents/TaxGuide/TaxGuideTopic69\\_SaleAndPurchaseOfABusiness.pdf](https://www.denvergov.org/content/dam/denvergov/Portals/571/documents/TaxGuide/TaxGuideTopic69_SaleAndPurchaseOfABusiness.pdf)
- ▶ Account Change or Closure Request Form  
<https://www.denvergov.org/content/dam/denvergov/Portals/571/documents/Forms/AccountChangeCancellationForm.pdf>
- ▶ Denver Revised Municipal Code (DRMC)

<https://www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division/business-taxes/denver-ordinance-tax-rules-and-tax-guide/denver-tax-rules.html>

### Contact Us

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- ▶ (720) 913-9400
- ▶ [311@denvergov.org](mailto:311@denvergov.org)



FOR OFFICIAL USE ONLY:

Date CTD Application Received by (TPS Rep)\_\_\_\_\_

Date TRA Received CTD Request\_\_\_\_\_

Fees Paid: \_\_\_\_\_

**INSTRUCTIONS FOR STATUS OF PERSONAL PROPERTY**

Please provide detailed information on the status and location of the personal property. If personal property is leased, please provide the name of the lessor and contact information.

**Lessor Name**\_\_\_\_\_

**Address**\_\_\_\_\_

**Phone Number**\_\_\_\_\_

**INSTRUCTIONS FOR CLOSING INFORMATION**

If there was not a sale/exchange of personal property, please explain why. If this was a membership or stock sale or transfer only, please attach a copy of the sale or transfer agreement.

**MAIL REQUEST TO:**

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

**FAX REQUEST TO:**

720-913-9475



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

**AUTHORIZATION TO REQUEST AND/OR RECEIVE A CERTIFICATE  
OF TAXES DUE ISSUED BY THE CITY AND COUNTY OF DENVER**

**Pursuant to 38-25.5-101(1)(a)C.R.S**

Dated: \_\_\_\_\_

Denver Account No. \_\_\_\_\_

I, \_\_\_\_\_, certify that I am the taxpayer of the following

business: \_\_\_\_\_ .

Pursuant to 38-25.5-101(1)(a)C.R.S I am entitled to request and receive a Certificate of Taxes Due, and I authorize: \_\_\_\_\_(in my stead) to receive the Certificate of Taxes Due on my behalf.

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Signature

**COUNTY OF \_\_\_\_\_ )**  
**STATE OF COLORADO )**  
**)**

Before me on this day of \_\_\_\_\_, 20\_\_\_\_, I upon oath executed this Authorization.

By: \_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_