



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

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

THIS APPLICATION MUST BE COMPLETED IN FULL (THIS FORM HAS 2 SIDES). INCOMPLETE APPLICATIONS WILL BE RETURNED. A SEPARATE APPLICATION IS REQUIRED FOR EACH PLACE OF BUSINESS. IF YOU NEED ASSISTANCE, CALL 720-913-9400, OR VISIT OUR WEBSITE AT WWW.DENVERGOV.ORG/TREASURY FOR HELPFUL TAX INFORMATION.

1. BUSINESS INFORMATION

TRADE NAME, LEGAL NAME, WEBSITE

FEIN #, STATE SALES TAX #, NAICS #

(N. American Industry Classification System)

2. OWNERSHIP INFORMATION

- Ownership options: CORPORATION, S-CORPORATION, SOLE PROPRIETOR, PARTNERSHIP, NON PROFIT, GOVERNMENT, LLC (How do you declare with the IRS for Federal Income Tax filing?)

ACCOUNT #:

3. OWNER / OFFICER INFORMATION (If needed, please list additional Owner / Officer Information on separate sheet.)

Owner/Officer 1: NAME, TITLE, ADDRESS, CITY, STATE, ZIP CODE

Owner/Officer 1: BUSINESS PHONE #1, BUSINESS PHONE #2, BUSINESS FAX, HOME PHONE, EMAIL

Owner/Officer 2: NAME, TITLE, ADDRESS, CITY, STATE, ZIP CODE

Owner/Officer 2: BUSINESS PHONE #1, BUSINESS PHONE #2, BUSINESS FAX, HOME PHONE, EMAIL

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

Business Location: ADDRESS, CITY, STATE, ZIP CODE

Business Location: BUSINESS PHONE, BUSINESS FAX, EMAIL

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

Business Mailing: ADDRESS, CITY, STATE, ZIP CODE

6. TYPE OF BUSINESS

- Business Type options: RETAIL SALES, WHOLESALE SALES, MANUFACTURING, CONSTRUCTION, GOVERNMENT, SERVICE ONLY, OTHER

NUMBER OF EMPLOYEES WORKING IN DENVER

BUSINESS START DATE IN DENVER

7. BUSINESS START UP INFORMATION (Business purchasers refer to bulletin TPS037 for important information regarding outstanding taxes due.)

- Start-up options: ACQUISITION, RELOCATION, NEW START UP, OTHER - Please Explain

OFFICIAL USE BELOW THIS LINE:

Reviewer Notes:

Entered into System By:

Account Number

System Entry Date:

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 (REQUEST TPS003 FOR MORE INFORMATION). ANNUAL FILING IS ALLOWED ONLY FOR INDIVIDUALS, SOLE PROPRIETORS, AND PARTNERSHIPS WITHOUT ANY EMPLOYEES WHO ARE NOT USING A PAYROLL SERVICE. UNQUALIFIED SELECTION OF THIS FILING FREQUENCY MAY RESULT IN THE ASSESSMENT OF LATE FILING PENALTIES AND INTEREST.

TAX WILL BE FILED BY: **SELF** FILING FREQUENCY: **MONTHLY** (MORE THAN 10 EMPLOYEES)
3RD PARTY **QUARTERLY** (10 OR FEWER EMPLOYEES)
ANNUALLY (SEE ABOVE)

b) CONSUMER USE TAX ACCOUNT (No License Fee.)

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 (REQUEST TPS002 FOR MORE INFORMATION).

TAX WILL BE FILED BY: **SELF** FILING FREQUENCY: **MONTHLY** (\$300 / MONTH OR MORE IS DUE)
3RD PARTY **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 (REQUEST TPS001 FOR MORE INFORMATION). A TAX LICENSE IS NOT A LICENSE TO DO BUSINESS. ADDITIONAL BUSINESS LICENSES OR PERMITS MAY BE REQUIRED BY OTHER CITY DEPARTMENTS, EXISE AND LICENSES DEPARTMENT (720-865-2740) CAN PROVIDE INFORMATION FOR BUSINESS LICENSES.

TAX WILL BE FILED BY: **SELF** FILING FREQUENCY: **MONTHLY** (\$300 / MONTH OR MORE IS DUE)
3RD PARTY **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.

TAX WILL BE FILED BY: **SELF** FILING FREQUENCY: **MONTHLY** (\$300 / MONTH OR MORE IS DUE)
3RD PARTY **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 ACCOMODATIONS IN THE CITY OF DENVER FOR A PERIOD OF LESS THAN 30 CONSECUTIVE DAYS. A FEE IS REQUIRED, IF THE APPLICATION IS NOT COMBINED WITH A SALES TAX APPLICATION.

TAX WILL BE FILED BY: **SELF** FILING FREQUENCY: **MONTHLY** (\$300 / MONTH OR MORE IS DUE)
3RD PARTY **QUARTERLY** (LESS THAN \$300 / MONTH IS DUE)
ANNUALLY (LESS THAN \$15 / MONTH IS DUE)

f) TOURISM IMPROVEMENT DISTRICT TAX ACCOUNT (N)

HOTELS WITH 50 OR MORE ROOMS ARE REQUIRED TO COLLECT THE TOURISM IMPROVEMENT DISTRICT TAX AND WILL E FILED ON THE SAME RETURN AS LOD ERS TAX. IF YOU ARE A HOTEL, PLEASE INDICATE HOW MANY ROOMS YOU HAVE.

1-49 ROOMS

50 OR MORE ROOMS NOTE: HOTELS WITH 50 OR MORE ROOMS ARE REQUIRED TO FILE ONLINE.

9. LICENSE FEE AND RENEWAL PERIOD

LICENSES WILL BE ISSUED FOR A TWO-YEAR PERIOD, RENEWABLE ON A BIENNIAL BASIS BY JANUARY 1. 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 COMPLETE A RENEWAL FORM IF THEY REMAIN IN RETAIL BUSINESS. LICENSE FEES RECOVER THE ADMINISTRATIVE COST OF ESTABLISHING AND MAINTAINING TAX ACCOUNTS AND ARE NON-REFUNDABLE.

10. LICENSE FEE PRORATION SCHEDULE

TAX LICENSE TYPES	PRO-RATED FEES IF BUSINESS BEGINS				MAKE CHECKS PAYABLE TO "MANAGER OF FINANCE" (see mailing address on 1st page) LICENSE FEE REMITTED:
	Jan. 1. 2016 to June 30, 2016	July 1. 2016 to Dec. 31, 2016	Jan. 1. 2017 to June 30, 2017	July 1. 2017 to Dec. 31, 2017	
CIRCLE ONE ONLY	\$50.00	\$37.50	\$25.00	\$12.50	\$ _____
SALES TAX	\$50.00	\$37.50	\$25.00	\$12.50	
SALES & LODGER'S TAX	\$50.00	\$37.50	\$25.00	\$12.50	
LODGER'S TAX	\$50.00	\$37.50	\$25.00	\$12.50	
RETAILER'S USE TAX	\$50.00	\$37.50	\$25.00	\$12.50	

11. 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
BUSINESS FAX				
EMAIL				

12. 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 _____