

Department of Finance
Treasury Division
Tax Compliance – Audit Unit

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City and County of Denver - General Tax Information Booklet -



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INTRODUCTION

This booklet is intended to provide general tax and charge information for anyone conducting business in The City and County of Denver. It provides information for collecting and filing sales, use, lodger's, occupational privilege (OPT), facilities development (FDA), telecommunications (TBT), Emergency Telephone Charge (E911), and property taxes.

The Denver Treasury Division of the Department of Finance collects all of the taxes and charges governed by the Denver Revised Municipal Code (DRMC) Chapter 53 and Chapter 16. The Treasury Division also collects the real estate and personal property taxes governed by the Colorado Revised Statutes (CRS). For further information, please visit the Treasury Division website at www.denvergov.org/treasury where you will find the DRMC, Denver Tax Guides and Denver Tax Rules. You can also call the Treasury Division's Taxpayer Service staff at 720- 913-9400.

The Denver Assessment Division of the Department of Finance determines the actual value of all real and personal property located in the City and County of Denver. These values are used to determine the property taxes that will be billed and collected by the Denver Treasury Division. Information regarding business personal property and real property assessment can be obtained at the Assessor's website at www.denvergov.org/assessor, or by calling 720-913-4000 or 720-913-4067.

NOTE: This booklet is not all inclusive; it is not intended for legal purposes to be substituted for the full text of the DRMC or CRS and applicable rules and regulations.

TYPES OF TAX & CHARGES

DENVER SALES TAX

The Denver Revised Municipal Code (DRMC) imposes a 4.31% sales tax on the purchase price paid or charged on retail sales, leases, or rentals of tangible personal property, taxable products and taxable services. Taxable services include, but are not limited to, the sale or furnishing of telephone and certain telecommunications services, electricity, steam and natural gas for energy producing purposes, internet subscription services, software as a service, sound system services, informational, and entertainment services. In addition, tax is imposed on digital products including but not limited to digital images, digital audio works, and digital books.

Taxes collected are used to pay for the operations of the City including the payment of principal and interest due on certain municipal bonds.

The DRMC imposes special tax rates for the following sales at retail:

- A four percent (4.0%) tax is imposed on the sale of food and beverages not exempt by ordinance. A limited exemption is provided for the sale of food for domestic household

use. Some examples of taxable sales include prepared food and beverages sold by restaurants and grocery stores, catered food, coffee services, and liquor purchases.

- A four cent (\$0.04) per gallon tax is imposed on the sale of aviation fuel.
- A seven and one quarter percent (7.25%) tax is imposed on the rental of automotive vehicles for a period of thirty (30) days or less.
- A combined nine and eighty-one hundredths percent (9.81%) tax is imposed on the sale of all retail marijuana and retail marijuana products.

DENVER USE TAX

There are two types of use tax:

1. **Consumer Use Tax** is imposed on tangible personal property (generally furniture, fixtures, equipment, and supplies (not inventory), taxable products, and taxable services, that are used, stored or consumed within Denver upon which local sales tax equal to or greater than Denver's rate has not been paid.

Example: ABC Company located in Denver buys a machine from a manufacturer in Chicago, which is shipped into Denver. ABC will use the machine to make belts. The Chicago firm does not collect sales tax. ABC is required to pay Denver the 4.31% consumer use tax. ABC will include this amount on line 8 of its Denver sales tax return.

2. **Retailer's Use Tax** is collected on retail sales by non-resident vendors on sales delivered into Denver. Retailer's use tax rate is the same as the sales tax rate and is reported in the same manner.

Example: XYZ Corporation (a licensed Denver vendor) is located in Greeley, Colorado and makes retail sales of appliances which are delivered into Denver. Since XYZ does not have a Denver outlet, it collects 4.31% retailer's use tax on the purchase price and reports the tax on its Denver sales tax return.

For further information, please refer to our Tax Guide, [Topic 83, Use Tax](#), which can be found on our website at: www.denvergov.org/treasury.

NOTE: Use tax rates are the same as the sales tax rates explained above.

DENVER OCCUPATIONAL PRIVILEGE TAX (OPT)

Denver occupational privilege tax is also known as OPT or head tax. The occupational privilege tax consists of two distinct parts: the employee occupational privilege tax and the business occupational privilege tax. The tax is imposed on businesses operating in the City and on individuals who perform sufficient services within Denver to receive as compensation from an employer at least five hundred dollars (\$500) for a calendar month. Each taxable employee is liable for the employee OPT, which is withheld by the employer at a rate of \$5.75 per month.

The employer is also required to pay the business OPT at a rate of \$4.00 per month for each taxable employee. Employees need not live in Denver nor the business be based within Denver to be liable for the OPT. Additionally, the employer is required to pay the business OPT at a rate of \$4.00 per month for each owner, partner, or manager engaged in business in Denver regardless of how much they earn.

Any entity that performs any business, trade, occupation, or profession of any kind, is liable for a minimum of \$4.00 per month for each month in which that entity has any activity in Denver.

The purpose of both the employee and the business occupational privilege tax is to generate funds for the planning or design for, and the replacement, expansion, acquisition, construction, installation, repair or improvement of City facilities, as well as the provision of municipal services to Denver citizens and businesses.

LODGER'S TAX

Denver imposes a tax on the sale of lodging of 10.75%. The entire amount charged to any person for overnight accommodations or rooms (defined as sleeping accommodations in a hotel, apartment hotel, lodging house, motor house, motor hotel, guest house, guest ranch, resort, mobile home, auto camp, trailer court or park), who is not a permanent resident and who has not entered into a written agreement for occupancy of a room or rooms or sleeping accommodations for a period of at least thirty (30) consecutive days, is taxable.

The purpose of the tax is to raise funds for the payment of expenses of operating and improving the City and its facilities, for the payment of principal and interest due on the bonds issued to finance construction and expansion of the Colorado Convention Center, and to finance the operation of the Denver Metro Convention and Visitors Bureau.

TOURISM IMPROVEMENT DISTRICT TAX

Effective January 1, 2018, the Tourism Improvement District (TID) will impose a tax at the rate of 1% for stays in hotels that are located in the City and County of Denver and that have 50 or more rooms. The combined tax rate for stays in hotels that have more than 50 rooms is 11.75%. This additional 1% of taxable room revenue will be filed on the Denver Lodger's Tax Return for applicable hotels along with the regular lodger's tax through the online returns.

FACILITIES DEVELOPMENT ADMISSION TAX (FDA)

Denver imposes a ten percent (10%) facilities development admissions tax upon the purchase price of each admission to any entertainment, amusement, or athletic event or other production or assembly staged, produced, convened or held in or on any City-owned or leased property. This tax is commonly referred to as the "seat tax."

TELECOMMUNICATIONS BUSINESS TAX (TBT)

Denver imposes a tax upon telecommunications businesses authorized by the Colorado

Public Utilities Commission (PUC) to provide local exchange service to general public customers in Denver. The TBT is imposed at the rate of \$1.12 per month for each of the telecommunications company's accounts within the City to which a basic dial-tone line is provided. It is imposed directly upon the business, as opposed to being collected from its customers and held in trust; however, the telecommunications companies are allowed by State statute and PUC authorization to show the charge separately on their billings to customers.

This tax is separate from, and in addition to, the City's general sales tax on telecommunications, which is imposed on the customer, collected by the provider, and applies to certain telecommunications services that originate and are charged to a telephone number or account located within the City.

EMERGENCY TELEPHONE CHARGE (E911)

Denver imposes a charge upon each phone number or service user within the City and County of Denver. The E911 Charge is imposed at the rate of \$1.20 per month per exchange access facility, per wireless communications access, and per interconnected voice-over-internet-protocol access. The E911 charge is not subject to sales or use tax and shall be reported separately from taxes and fees charged.

All E911 charges, except for prepaid telecommunications, are reported directly to the City on the prescribed monthly filing form. E911 charges for prepaid telecommunications are reported directly to the Colorado Department of Revenue; they are not reported to the City.

WHO MUST HAVE A LICENSE/REGISTER

GENERAL GUIDELINES

A Denver sales tax license is required for any retailer or vendor who is selling, leasing, or granting a license to use tangible personal property or selling taxable services to the user at retail within the City and County of Denver.

The Denver sales tax license gives the retailer or vendor the authority to collect the sales tax on behalf of the City.

If you have more than one location where sales are made, a separate license is required for each location.

If a business makes retail sales at special events within the City and County of Denver and does not possess a regular sales tax license, a special event sales tax license is required for each event.

All businesses engaged in business within the City shall file an occupational privilege tax registration.

TYPES OF LICENSES

Five types of tax licenses are issued by the Denver Treasury Division:

1. Sales Tax License

A sales tax license is required for any retailer or vendor who is selling, leasing, or granting a license to use tangible personal property or taxable services to the user at retail within the City and County of Denver.

Fee: \$50.00 for each location per two-year period.

2. Retailer's Use Tax License

This license is required for non-resident retailers/vendors that do not have a Denver location and are selling, leasing, or granting a license to use tangible personal property or providing a taxable service to purchasers at retail in Denver.

Fee: \$50.00 per two-year period.

3. Special Event Sales Tax License

Businesses making retail sales at special events must apply for a special event sales tax license, which is good for that event only. Special events are defined as being less than two weeks in duration. (Note: The license fee payment will be recorded but no paper license will be issued.) Participants in special events who hold regular retail sales licenses do not need to pay this fee. They will report these sales on their regular sales tax return.

Fee: \$5.00 for each special event license.

4. Lodger's Tax License

A lodger's tax license is required for any vendor who provides overnight lodging or accommodations in the City and County of Denver for a period of less than thirty (30) consecutive days.

Fee: \$50.00 for each location per two-year period.

5. Third-party Collector License

A third-party collector license is required for those wanting to collect any or all of the taxes imposed in Articles II through VIII of Chapter 53 of the Denver Revised Municipal Code on behalf of a vendor, employer, or telecommunications provider. Their license will be associated with whichever type of applicable tax the third-party collector operates and collects.

Fee: \$0.00 per annual calendar-year period

NOTE: The above licenses are not licenses to engage in business within the City. A separate business license must be obtained from the Department of Excise and Licenses, if applicable. Go to www.denvergov.org/businesslicensing for more information.

LICENSE FEES

License fees help recover the administrative cost of establishing and maintaining tax accounts and are non-refundable. All licenses, except for the third-party collector and special event license, are effective for a two-year period.

Two-year licenses are renewed at the beginning of each even-numbered year and expire at the end of each odd-numbered year.

The fee for a license purchased after the start of an even-numbered year will be prorated in six-month increments, as follows:

Date purchased:

Jan 1– June 30, even numbered year.....	\$50.00
July 1– Dec 31, even numbered year.....	\$37.50
Jan 1– June 30, odd numbered year.....	\$25.00
July 1– Dec 31, odd numbered year.....	\$12.50

For example, if you open your business July 20, of an even numbered year, the first six months of the license period have already elapsed. Therefore, you would pay \$37.50 for a license for the remaining 18 months of the remaining two-year period.

TAX LICENSE TYPES	PRO-RATED FEES IF BUSINESS BEGINS			
	Jan. 1 to Jun 30, even # year	July 1 to Dec 31, even # year	Jan 1 to Jun 30, odd # year	Jul 1 to Dec 31, odd # year
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

Prior to the license expiring at the end of the license issuance period, a renewal form will be mailed to you. If you do not receive a renewal form, you may request one by calling 720-913-9400.

NOTES: No fee is required for third-party collector, consumer use tax, occupational privilege tax (OPT), telecommunications business tax (TBT), Emergency Telephone Charge (E911) or facilities development admissions (FDA) tax registration. The special event license fee is \$5.00 for each event.

OBTAINING A TAX LICENSE

The easiest way to file to complete an application for Denver Sales, Use, Lodger's Tax License and/or Occupational Privilege Tax Registration is online through Denver's eBiz Tax Center. Go to www.denvergov.org/ebiztax and click the *Register a New Business* hyperlink. You will pay any applicable license fees when you submit your application.

You can obtain a hard copy of the “Application for Denver Sales, Use, Lodger’s Tax License and/or Occupational Privilege Tax Registration” form in the following ways:

- **Online:**
[Click here to download the form.](#) Submit the completed form via regular mail or hand delivery as listed below.
- **By Mail:**
 Call Taxpayer Service at 720-913-9400 to request one be mailed to you
- **In Person:**
 Visit our office at 201 W. Colfax Ave., Denver, CO 80202 Monday through Friday between 8:00 a.m. and 4:30 p.m.

Pay the appropriate fee when you turn in your application form. Paper applications can be submitted in the following ways:

- **Email:** Treasury.Information@denvergov.org
- **Mail:** Treasury Division, 201 W. Colfax Ave., Dept 403, Denver, CO 80202

NOTES: You can contact us at 720-913-9400 for assistance in completing the form. Please allow three weeks from receipt of application for processing and mailing your license. Your license will be mailed to your location address.

BUYING OR SELLING A BUSINESS

Refer to [Denver Tax Guide 69, “Sale and Purchase of a Business”](#) for the Denver sales/use tax implications of buying or selling a business.

If you are **buying** a business, you should:

1. Obtain a Certificate of Taxes Due. You will need the current owner's signature in order for us to release the tax information. This is important because the new owner takes the property subject to delinquent taxes owed by the former owner. The fee is \$10.00 per tax type. [Click here to obtain a "Request for Certificate of Taxes Due" form online:](#)
Submit a completed form by email or regular mail.
 - Email: Treasury.Information@denvergov.org
 - Mail: 201 W. Colfax Ave., Dept 403, Denver, CO 80202
2. Pay sales/use tax on the tangible personal property (furniture, fixtures, equipment and supplies), included in the purchase of the business. This is referred to as New Business Use tax. You will receive a form to complete that looks like this(link) after you register your account. No sales/use tax is due on items purchased for resale.
3. [Register with the Denver Treasury Division for all the required tax accounts.](#)
4. Register with the Business Personal Property section of the Assessor's Office.

If you are **selling** a business, you should:

1. Pay all taxes current through the date of the sale, including the current year's personal property taxes.
2. Collect and remit sales tax on the purchase price of taxable tangible personal property sold in the transaction.
3. Close your account number with the Treasury Division. [Click here to obtain an "Account Change/Cancellation" form online.](#)
Submit a completed form by email or regular mail.
 - Email: Treasury.Information@denvergov.org
 - Mail: 201 W. Colfax Ave., Dept 403, Denver, CO 80202

RELATED INFORMATION

CONSTRUCTION

General Contractors and Subcontractors

The City and County of Denver imposes a 4.31% consumer use tax on all construction materials and supplies used on a Denver job. The use tax is due unless vendors have charged the 4.31% Denver sales tax.

Tools and equipment are subject to the 4.31% use tax on the cost or fair market value at the occasion of first use in Denver. Exceptions are:

- Automotive vehicles required by law to be registered outside Denver are exempt.
- If equipment will be used or stored in Denver for 30 consecutive days or less, a declaration completed prior to the equipment being brought into Denver may result in a smaller tax

liability.

Credit is allowed for any legally imposed sales and use taxes previously paid on materials, supplies, tools and equipment to any municipal corporation (city), county and/or state, to the extent the rate does not exceed the total combined rate.

In addition to the above, it is important to note the following:

- Denver does not provide an exemption from sales or use tax for construction or building materials used on any construction project located in Denver, including government, or charitable.
- Denver does not collect use tax at the time a building permit is issued. Tax is paid to retailers at the time of purchase or directly to the City of Denver on the consumer use tax return.
- Denver does not provide an exemption from sales or use tax for energy (natural gas, electricity, etc.) used in building construction.
- Denver sales or use tax applies to diesel fuel used off-highway, including that used for the operation of construction equipment.
- Contractors that manufacture materials or other items of tangible personal property that are to be incorporated into a structure are liable for use tax on the manufactured cost of these items, which, in addition to materials, includes labor and services used in the manufacturing process.
- All contractors are required to have an occupational privilege tax registration. In addition, “construction contractors” may be issued a consumer use tax account; “contractor-retailers” are issued either a sales tax license, if the business is located in Denver, or a retailer’s use tax license for business locations outside Denver. A license fee is required for both sales and retailer’s use tax licensure.

For more information on construction, please see Denver Tax Rule 5, “Rules Regarding the Assessment and Collection of Sales and Use Tax on Sales and Use of Tangible Personal Property Acquired by Construction Companies.”

VENDINGMACHINE SALES

Items sold through vending machines may include the sales tax in the sales price of the item vended. This is an exception, specifically allowed by ordinance, to the general requirement that sales tax be added to the selling price as a separate amount.

The vended price includes the Denver sales tax plus the sales tax collected by the State of Colorado. "Honor box" sales are treated the same as vending machine sales.

Non-food items sold through vending machines, such as toys, DVDs, or valet items (as often found in hotels/motels), are taxed by Denver at the general rate of 4.31% of the purchase price.

Sales of food and beverages vended through machines are taxed by Denver at the rate of 4.0% of the sales price, as are all other sales of taxable food and drink.

For more information on vending machine sales, please see Denver Tax Guide 84, “Vending Machine Sales and Equipment.”

RECORD KEEPING

You must keep records of all of your business transactions to enable you and the City and County of Denver to determine the correct amount of sales, use, and occupational privilege taxes for which your business is liable. These records must include:

- Detailed general ledgers
- Depreciation schedules
- Purchase invoices and receipts
- Sales invoices and receipts
- Sales and purchase journals
- Bank statements and cancelled checks
- Delivery documents
- Payroll records
- Copies of City and County of Denver tax returns and back-up detail supporting information reported
- All other accounting records and documents that pertain to the activities of the business

If you make nontaxable sales such as resale sales to other retailers or wholesalers, or exempt sales to tax exempt organization, obtain copies of current sales tax licenses and /or Denver letters of exemption, and maintain these documents in your customer files.

You must keep and preserve all records related to business activity for a period of four (4) years following the due date of the return or payment of the tax. These records must be available for review by the City and County of Denver.

TAKING GOODS OUT OF INVENTORY

If your business withdraws inventory goods that were purchased tax-free for resale and uses the goods for personal or business purposes, it is liable for consumer use tax on those items. Report the use tax on the Schedule B of the Denver Sales Tax Return or on the appropriate line of your Use Tax Return.

BURDEN OF PROOF

If you make a tax-exempt sale, records must be kept that sufficiently demonstrate the purchaser’s tax exemption by the City and County of Denver. The exempt status of each transaction must be determined on its own merits. You, as the retailer or vendor, bear the

ultimate responsibility of proving that the purchaser is entitled to exemption from sales tax. Therefore, you should know the nature of your customer's business before allowing any form of exemption, and should have the purchaser complete an [“Affidavit of Exempt Sale”](#)

FILING FREQUENCY

Also see the [Due Dates](#) section.

The filing frequency of sales, use and lodger’s, OPT, TBT tax returns are as follows:

SALES, USE AND LODGER’S

Monthly - filing is required if the average monthly tax liability exceeds \$300. The return is due on the 20th day of the month following the taxable month.

Quarterly - filing is allowed if the monthly tax liability averages \$300 or less. Due dates are April 20, July 20, October 20 and January 20.

Annual - filing is allowed if the monthly tax liability averages \$15 or less. The return is due on the 20th day of January following the taxable year.

All marijuana businesses, bars, liquor stores, restaurants, caterers and street vendors are **required** to file monthly tax returns, regardless of sales volume.

OCCUPATIONAL PRIVILEGE TAX (OPT)

Monthly - filing is required if the business has 10 or more employees. The return is due on the last day of the month following the taxable month.

Quarterly - filing is allowed if the business has fewer than 10 employees. The return is due on the last day of the month following the taxable month. Due dates are April 30, July 31, October 31 and January 31.

Annual - annual filing is allowed for individuals, sole proprietors, and partnerships without employees. The return is due by January 31st.

FACILITIES DEVELOPMENT ADMISSIONS (FDA)

Monthly - filing is required for the purchase of each admission to any entertainment, amusement, or athletic event or other production or assembly staged, produced, convened, or held in or on any city-owned property. The return is due on the 15th day of the month following the month of sale/date of event.

TELECOMMUNICATIONS BUSINESS TAX (TBT)

Monthly - filing is required for landline within Denver City limits. The return is due on the 20th day of the month following the taxable month.

EMERGENCY TELEPHONE CHARGE (E911)

Monthly - filing is required for every phone line within Denver City limits. The filing form is due on the last day of the month following the chargeable month.

PENALTIES / INTEREST FOR LATE FILINGS

If your filing form is filed AFTER the due date, you must pay a penalty of 15% of the tax due or \$25.00, whichever is greater.

NOTE: Mailed filing forms **MUST** be postmarked on or before the due date. (Only bona-fide Post Office postmarks are acceptable. Postal meter dates are not accepted as proof of timely filing.) If your filing form is filed after the due date, interest is due at the rate of 1% for each month the filing form is past due.

FILING TIPS

- For accurate and fast filing, file online using Denver's eBiz Tax Center at www.denvergov.org/ebiztax.
- Follow the filing form instructions carefully. The instructions are included on each form.
- Report any excess tax collected on line 6 of the sales or lodger's tax return. It is illegal for you to keep excess tax collected.
- Send your signed and dated tax return, along with your check made payable to "Manager of Finance," to the address on the return. Do not send cash in the mail.
- Keep a copy of your return for your records.

NO NEGATIVE RETURNS

- Entries on lines 1, 2B, and 4 of the [Sales Tax Return](#) and [Lodger's Tax Return](#) cannot be less than zero (\$0.00). However, in those instances where deductions for bad debt and/or returned goods would result in a negative entry on line 4 or tax credits exceed \$3,000.00, you are advised to apply for a refund of taxes paid.
- Total deductions reported cannot exceed gross sales and services on your return.

REFUNDS

In the event you believe you are owed or due a refund of taxes due on any of your accounts please complete the form found at:

<https://www.denvergov.org/content/dam/denvergov/Portals/571/documents/Claim%20for%20Refund.pdf> or log into your eBiz account and file for refund electronically.

Questions regarding refunds should be directed to 720.913.9955 or email refund@denvergov.org

NO TAXES OR CHARGES DUE?

You **MUST** file a form for every period, even if no tax was collected or due. Complete the appropriate form with zero (\$0.00) in all columns that apply. Failure to file will result in a late penalty of \$25.00. The form must be signed.

BUSINESS PERSONAL PROPERTY TAXATION

GENERAL INFORMATION

The assessment process is the basis for generating property tax revenues that pay for schools, roads, fire protection, police protection, and other local services. Each year, millions of dollars in tax revenues are raised through the personal property tax, yet many taxpayers are often unaware of important personal property tax procedures and deadlines. All the revenue generated by property taxes stays within your county. Property taxes DO NOT support any state services.

PERSONAL PRRTY

- Personal property is defined in 39-1-102(11) of the Colorado Revised Statutes (C.R.S.). The definition may be paraphrased as everything which is subject to ownership and which is not included in the category of real property. Personal property includes but is not limited to furniture, machinery, equipment, and other articles related to the business of a commercial or industrial operation and can include certain leasehold improvements such as shelving, signs, counters, power wiring/cabling, etc.
- All the laws concerning personal property taxation are set by the Colorado legislature and interpreted by the Colorado Division of Property Taxation, not by the City and County of Denver. The Assessor's office in the City and County of Denver is simply carrying out tax procedures which have been written by the Colorado legislature. These tax laws are the same in all Colorado counties.
- Each January, you will receive a declaration form (also called a schedule or a return) from the Assessor's office. On this form you will declare the assets which are used by your business. Be sure to send in your completed declaration by April 15, so that the assessment placed on your assets can be based on your own information, rather than on an estimate by the Assessor which may be too high. You also have the option of filing your return online at www.denvergov.org/property and by email with an Excel attachment to assessor@denvergov.org.
- After you submit your declaration, the Personal Property Section of the Assessor's office will calculate a value for your assets. In June, you will be sent a Notice of Valuation which will contain your new proposed value and instructions on how you can submit a protest if you disagree with that value. Be sure to follow the protest instructions if you think the value is wrong. Most personal property value protests are approved.
- Personal property tax bills are mailed in January for the prior year's taxes. Per 39-10-104.5 C.R.S., you have the option to pay the tax in full, on or before April 30, or in two equal installments, with the first installment due by the last day of February and the second installment due June 15.
- Whenever there is a major change in your business, such as a new address or a closure, etc., be sure to promptly notify the Personal Property Section of the Assessor's Office at 720-913-1311 or email at assessor@denvergov.org.

THE ASSESSOR'S RESPONSIBILITY

The County Assessor is responsible for valuing all property in the county, as directed by state laws. The Assessor's goal is equalization of property values to ensure that the tax burden is distributed fairly and equitably among property owners, as defined in section 39-4.1-102(2) C.R.S.

THE BUSINESS OWNER'S RESPONSIBILITY

As the property owner and taxpayer, you have specific rights and responsibilities in the assessment process. You have the right to examine the assessor's property records and to participate in the budget hearings held by school boards, cities and towns, and special districts that levy taxes on your property. You also have the right to protest your property's value if you disagree with the assessor's valuation. Additionally, you have the *responsibility* to provide accurate information to the assessor about property you own, as defined in section 39-1-101.5C.R.S.

THE TREASURER'S RESPONSIBILITIES

The Treasurer is responsible for collection of property tax as directed by state law. The Treasurer's goal is the timely and efficient collection of property tax.

FILING DECLARATIONS

As stipulated at 39-5-108 C.R.S., as soon after the assessment date as may be practicable, the Assessor shall mail or deliver two copies of the personal property schedule to the place of business or to the residence of each person known or believed to own taxable personal property located in his county, or to the agent of such person. Such person or his agent shall list in such schedule all taxable personal property owned by him, or in his possession, or under his control located in said county on the assessment date, attaching such exhibits or statements thereto as may be necessary, and shall sign and return the original copy thereof to the assessor no later than the April 15 next following.

A sample personal property declaration schedule is included at the back of this booklet. The declaration schedule and filing instructions can also be obtained from the City and County of Denver Assessor's website along with other important property assessment information and forms. The website address is www.denvergov.org/assessor.

LEASED, LOANED, OR RENTED PERSONAL PROPERTY

As stated in 39-1-101.5 C.R.S., it is the responsibility of the owner of business personal property to provide accurate information about property they own. The owner or title holder of leased, loaned or rented personal property has the responsibility to accurately report that property to the assessor, including property which may be under a capital lease contract (or similar financing agreement). Additionally, the lessee of business personal property should report leased, loaned or rented property in section H of the declaration schedule.

DECLARATION FILING OPTIONS

Denver businesses may file their personal property declarations in the following ways:

➤ **Online:**

Go to www.denvergov.org/efile

Note: automated filing meets the legal filing requirement and ensures greater accuracy because your data is loaded directly into our valuation software, reducing the chance of errors or omissions.

➤ **By Mail:**

Denver County Assessor – Personal Property
201 W. Colfax Ave., Dept 403
Denver, CO 80202

➤ **By Email - Using an Email Attachment:**

1. Create or generate your asset data spreadsheet (using Excel is the most common) listing the following for each asset:
 - acquisition date
 - cost
 - brief description of the property
2. Attach your asset data spreadsheet to an email
3. Send your email to assessor@denvergov.org

IMPORTANT NOTES:

- Filing deadline is April 15
- If you elect to file online or by email, then DO NOT file a paper declaration. If you do your assessment may be too high! File by only one of the methods listed above.

A MESSAGE TO SMALL BUSINESS OWNERS

If your business is a small business in Denver County you may be exempt from business personal property tax, in accordance with 39-3-119.5 Colorado Revised Statutes (C.R.S.). You are not required to file a personal property declaration if the total actual value (market value) of your personal property is under a specific threshold (go to the Assessor's website at www.denvergov.org/assessor to obtain the current threshold).

However, if your business is new to Denver County, and you have never filed a declaration schedule, to ensure that the exemption (if applicable) is properly recorded for your business, please provide a complete listing of all machinery, equipment, and other personal property at your business location. This listing will help to ensure that the Assessor's office will properly set up your business as exempt if you have indicated that the total actual value (market value) of your business property is under the threshold. If you have questions regarding the actual value of your property, please call (720) 913-1311.

Please note, if you file a personal property declaration and, based on the information you submit, it is determined that the actual value of your property is under the threshold you will automatically be exempted from business personal property tax.

EXEMPTIONS FROM ASSESSMENT

Organizations that have non-profit status for federal (Internal Revenue Service) purposes are not automatically exempt from local personal property assessments. To obtain such exempt status, organizations that are charitable, educational, or religious in nature, must apply to the State Division of Property Taxation. Exemption applications can be obtained by calling the Division of Property Taxation at (303) 866-2371.

Other exemptions include but are not limited to inventory, intangible assets (such as software), and consumable supplies having a life of one year or less. Additional information on exemptions can be found in the Assessor's Reference Library Volume 5.

[To view the Assessor's Reference Library, please click here.](#)

PERSONAL PROPERTY ASSESSMENT CALENDAR

- ▶ January 1, 12:00pm(noon): Assessment date for all taxable property.
- ▶ As soon after January 1 as possible: Assessor mails two Personal Property Declaration Schedules to each taxpayer.
- ▶ Not later than April 15 Taxpayers must return Personal Property Declaration Schedules to Assessor.
- ▶ After April 15: Assessor determines personal property values. By June
- ▶ 15: Assessor sends property values and protest instructions.

- ▶ June 30: Taxpayer deadline for mailing protest of values.
- ▶ July 5: Taxpayer deadline for in-person/walk-in protest of values.
- ▶ By July 10 in even years and August 31 in odd years: Assessor must mail Notices of Determination of protests.
- ▶ By July 20 in even years and September 15 in odd years: Taxpayer may appeal Assessor's determination to County Board of Equalization.
- ▶ In January of the following year, personal property tax bills are mailed.

If you have Business Personal Property assessment questions that are not covered in this booklet, you may obtain assistance by telephone, through the mail, in person or online.

➤ **By Phone:**

720-913-1311

➤ **By Mail or in Person:**

Denver Assessment Division Business Personal Property
201 W. Colfax Ave., Dept 406
Denver, CO 80202

➤ **By E-mail:**

assessor@denvergov.org

➤ **Online at the Denver Assessor's Website:**

www.denvergov.org/assessor

➤ **Online Colorado Division of Property Taxation Website:**

www.dola.state.co.us/propertytax

PAYMENT AND COLLECTION OF PERSONAL PROPERTY TAX

Bills for personal property tax are mailed in January, with the following payment options:

- 1) Pay the tax in full by April 30, or
- 2) Pay in halves - first half is due the last day of February, and the second half is due June 15.

NOTE: Personal property taxes are paid one year in arrears.

If the tax is not paid on time, then state law directs that delinquent interest will be charged (at the rate of 1% per month) on the unpaid tax amount.

Collection of delinquent personal property tax will occur shortly after the due date(s) have passed without full payment. If the taxes and delinquent interest remain unpaid by the end of August, then state law directs that the delinquency be advertised in September in a

newspaper published within the county. As a final step in the collection process, if full payment is not received by September 30, then the personal property is subject to seizure and sale beginning October 1.

REAL PROPERTY TAX

Questions regarding commercial or industrial real estate tax should be directed to 720-913-1311 or visit the Assessor's website at www.denvergov.org/assessor.

For information regarding the collection of real property tax contact the Treasury Division at 720-913-9300 or visit the Treasurer's website at www.denvergov.org/treasury.

DUE DATES

SALES TAX, LODGER'S TAX, USE TAX

Monthly Returns:

Due the 20th day of the month following the reporting month. For example, a January return is due February 20.

Quarterly Returns:

January – March.....due April 20
April – June.....due July 20
July – September.....due October 20
October – December.....due January 20

Annual Returns:

Due January 20

OCCUPATIONAL PRIVILEGE TAX

Monthly Returns:

Due the last day of the month following the reporting period. For example, a February return is due March 31.

Quarterly Returns:

January – March.....due April 30
April – June.....due July 31
July – September.....due October 31
October – December.....due January 31

Annual Returns:

Due January 31 and is available for individuals, sole proprietors, and partnerships without employees.

FACILITIES DEVELOPMENT ADMISSION (FDA) TAX

Due the 15th day of the month following the month of the sale.

TELECOMMUNICATIONS BUSINESS TAX

Due the 20th day of the month following the month for which the tax is levied.

EMERGENCY TELEPHONE CHARGE (E911)

Due the last day of the month following the month for which the tax is levied.

PERSONAL PROPERTY TAX

- ▶ February 28 (February 29 in leap year): First half tax due (if paid in halves)
- ▶ April 15: Taxpayers must return Personal Property Declaration Schedules to Assessor
- ▶ April 30: Full tax amount due (if not paid in halves)
- ▶ June 15: Second half tax due (if paid in halves)
- ▶ June 30: Taxpayer deadline for mailing protest of values
- ▶ July 5: Taxpayer deadline for in-person/walk-in protest of values
- ▶ July 20: Taxpayer may appeal Assessor's determination to County Board of Equalization

REAL PROPERTY TAX

- ▶ February 28 (February 29 in leap year): First half of taxes due (if paid in halves);
Maintenance District fees due in full
- ▶ April 30: Full tax amount due (if not paid in halves)
- ▶ June 15: Second half of taxes due (if paid in halves)

WHERE TO GET HELP

The following contacts can provide assistance and answer any questions that you and your company might have:

City and County of Denver:

City and County of Denver Information Desk.....	311 Business
Treasury Division (all City of Denver tax issues)	720-913-9400
Assessor.....	720-913-4067
Excise and License.....	720-865-2760
Zoning.....	720-865-3000
Office of Economic Development.....	720-913-1999
Division of Workforce Development	
Division of Business Development Division of Contract Compliance	
Division of Housing and Neighborhood Development	

Building Department Quick Permits Permits and Regulatory Issues.....	720-865-2792
Building Department Assistance Desk.....	720-865-2700
eBiz/Tax Center Help Line.....	720-913-9309

State of Colorado:

Colorado Department of Revenue.....	303-238-7378
Colorado Secretary of State.....	303-894-2200
Colorado Department of Regulatory Agencies.....	303-894-7855
Colorado Division of Property Taxation.....	303-866-2371
Colorado Small Business Hotline.....	303-592-5920

Federal:

U.S. Internal Revenue Service.....	1-800-829-1040
OR.....	1-800-829-3676

THE ABOVE INFORMATION IS A SUMMARY IN LAYMAN'S TERMS OF THE RELEVANT DENVER TAX LAW REQUIREMENTS AND OTHER HELPFUL RESOURCES. IT IS NOT INTENDED FOR LEGAL PURPOSES TO BE SUBSTITUTED FOR THE FULL TEXT OF THE DRMC AND APPLICABLE RULES AND REGULATIONS.