

State of Colorado Tax

At the **Colorado Department of Revenue**, our mission is to provide exceptional service in an effective and innovative manner that instills public confidence while fulfilling our duties to collect revenues, responsibly license and regulate qualified persons and entities, increase productivity, and assure the vigorous and fair enforcement of the laws of Colorado.

For more information call 303-866-5643 or visit: www.taxcolorado.com

Vendor / Event Coordinator Responsibilities

LICENSE INFORMATION

The **Special Event License** is for businesses that have no permanent place of business but sell goods at fairs, festivals, bazaars, etc. and businesses that have a current sales tax license, but also sell at other locations, such as fairs and festivals. There are two types of Special Event Sales Tax License: The Single Event Sales Tax License and the Multiple Events Sales Tax License.

Single Event Sales Tax License A single event sales tax license is required when an individual, organization or vendor plan to conduct or participate in a retail sales event at a location other than the regular business operation at which there are three or more vendors. The single event license is valid only for sales made during the single event. The fee is \$8, but this license is free to vendors who already have a standard sales tax license. A license is required regardless of the anticipated amount of sales.

Multiple Events Sales Tax License Persons engaged in selling retail at more than one special event in any two-year period at which there are three or more vendors have the option of obtaining a multiple events license rather than obtaining a single event license for each event. Multiple events licensees may participate in any number of events at various locations (other than their regular business location) during the covered two-year period. The fee is \$16 for a two-year period, but is prorated in increments of six months if the license is purchased after June 30 of any year. There is no fee for this license to vendors who already have a standard sales tax license.

HOW TO APPLY It is the vendor's choice whether to purchase a Single Event Sales Tax License or Multiple Event's Sales Tax License, based on the number of events an individual plans to participate in and the license cost considerations. As a general rule, unless you know you will not participate in more than one event in a two-year period, it will be more cost-effective to purchase a multiple events license.

Through Revenue Online: www.Colorado.gov/RevenueOnline, **you may obtain a single event or multiple events license** and you may report and pay taxes for an event where you have recently made sales.

If you cannot register for an event license or file and pay taxes online, you may fill out a **Vendor Special Event License Application for Single of Multiple Events (DR 0589)** and then file your event sales tax on the Special Event Retail Sales Tax Return (DR 0098)

The organizer of a sales event which includes three or more vendor may obtain a multiple events license. If the organizer obtains the license for the event then the vendors need not obtain licenses individually. In that case however, the organizer is required to remit all taxes collected by the vendors who do not have a license for the event and also for vendors who have a license but who elect to have the organizer remit the tax. The organizer is required to provide the department with a list of the names and addresses of the vendors. The organizer must also provide the license numbers of all vendors who have obtained their own licenses for the event and are remitting the tax to the state themselves. Send these lists to the Special Events Coordinator, PO Box 113200, Denver, CO 80201-4600.

If the event organizer **does not** obtain the license, the vendors at the event must obtain their own licenses and collect and remit the tax. In all cases, a **standard** sales tax license is required if you participate in an event that occurs more than three times at the same location during any calendar year.

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HOW TO FILE Vendors or organizers must remit the sales tax they collect at an event by the 20th of the month following the date the event began. For example, if the event runs from June 30 to July 2, the return and the tax are due July 20. If the event began July 1, the return and tax are due August 20. Single event and multiple event license must either file and pay their sales tax through Revenue Online, www.Colorado.gov/RevenueOnline or if they cannot file electronically, file a Special Event Retail Sales Tax Return (DR 0098) along with their tax payment. You must file a tax return for each event and collect and remit all Colorado sales tax, state-collected local sales taxes which apply at the location of the event, and if applicable, special district taxes.

WHAT TAX TO COLLECT FOR A SPECIAL EVENT Colorado state sales tax of 2.9 percent must be collected. Additionally, any other applicable local or special district taxes must be collected as well. Not all locations have the same local or special district tax. For local rates in cities and counties where the state collects the tax, see Revenue Online, www.Colorado.gov/RevenueOnline, click the Business button, and see the listing under Business Services. Or refer to the publication Colorado/Use Tax Rates (DR 1002), available at www.TaxColorado.com, the official Taxation Website.

Additional Information

Taxation Website: www.TaxColorado.com

Revenue Online: www.colorado.gov/revenueonline

Forms (including the DR 0589 and 0098): www.TaxColorado.com