



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 FEIN # STATE SALES TAX # NAICS (North American Industry Classification System) #

2. OWNERSHIP INFORMATION

Ownership options: CORPORATION, S-CORPORATION, SOLE PROPRIETOR, PARTNERSHIP, NON PROFIT, GOVERNMENT, LLC. Includes question: HAS THIS BUSINESS BEEN LICENSED OR REGISTERED IN DENVER UNDER YOUR OWNERSHIP IN THE PAST?

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

Table with 2 columns for Owner/Officer information. Each row includes fields for Name, Title, Address, City, State, ZIP Code, Business Phone #1, Business Phone #2, Business Fax, Home Phone, and Email.

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

Business Location fields: ADDRESS, CITY, STATE, ZIP CODE, BUSINESS PHONE, BUSINESS FAX, EMAIL ADDRESS

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

Business Mailing fields: ADDRESS, CITY, STATE, ZIP CODE

6. TYPE OF BUSINESS

Business Type options: RETAIL SALES, WHOLESALE SALES, MANUFACTURING, CONSTRUCTION, GOVERNMENT, SERVICE ONLY, OTHER. Includes fields for DESCRIBE THE NATURE OF BUSINESS, 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.)

Business Start Up options: NEW START UP, RELOCATION / EXPANSION, BUSINESS AQUISITION, OTHER. Includes fields for Date of Sale, Total Purchase Amount, Furniture, Fixtures & Equipment Purchase Price

FOR OFFICIAL USE ONLY: Prepared By: Date: NBUT: By:

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).

TAX WILL BE FILED BY: SELF 3RD PARTY FILING FREQUENCY: OCCUPATIONAL TAX RETURNS ARE TO BE FILED
 MONTHLY (IF MORE THAN 10 EMPLOYEES) QUARTERLY (IF 10 OR FEWER EMPLOYEES)

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 3RD PARTY FILING FREQUENCY: DENVER TAX COLLECTED
 MONTHLY (\$300 / MONTH OR MORE) QUARTERLY (LESS THAN \$300 / MONTH) ANNUALLY (LESS THAN \$15 / MONTH)

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 3RD PARTY FILING FREQUENCY: DENVER TAX COLLECTED
 MONTHLY (\$300 / MONTH OR MORE) QUARTERLY (LESS THAN \$300 / MONTH) ANNUALLY (LESS THAN \$15 / MONTH)

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 3RD PARTY FILING FREQUENCY: DENVER TAX COLLECTED
 MONTHLY (\$300 / MONTH OR MORE) QUARTERLY (LESS THAN \$300 / MONTH) ANNUALLY (LESS THAN \$15 / MONTH)

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 3RD PARTY FILING FREQUENCY: DENVER TAX COLLECTED
 MONTHLY (\$300 / MONTH OR MORE) QUARTERLY (LESS THAN \$300 / MONTH)

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, 2014 to June 30, 2014	July 1, 2014 to Dec. 31, 2014	Jan. 1, 2015 to June 30, 2015	July 1, 2015 to Dec. 31, 2015	
CIRCLE ONE ONLY					
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				
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 CODE				

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 _____