



**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

- CORPORATION
 S-CORPORATION
 SOLE PROPRIETOR
 PARTNERSHIP
 NON PROFIT
 GOVERNMENT
 LLC (How do you declare with the IRS for Federal Income Tax filing?)
 Corporation
 Partnership
 Disregarded Entity
 HAS THIS BUSINESS BEEN LICENSED OR REGISTERED IN DENVER UNDER YOUR OWNERSHIP IN THE PAST?
 YES
 NO

ACCOUNT #:

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

NAME		
TITLE		
ADDRESS		
CITY		
STATE	ZIP CODE	

BUSINESS PHONE #1	EXT	
BUSINESS PHONE #2	EXT	
BUSINESS FAX		
HOME PHONE		
EMAIL		

NAME		
TITLE		
ADDRESS		
CITY		
STATE	ZIP CODE	

BUSINESS PHONE #1	EXT	
BUSINESS PHONE #2	EXT	
BUSINESS FAX		
HOME PHONE		
EMAIL		

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

ADDRESS		
CITY		
STATE	ZIP CODE	

BUSINESS PHONE	EXT	
BUSINESS FAX		
EMAIL		

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

ADDRESS		
CITY		
STATE	ZIP CODE	

6. TYPE OF BUSINESS

- RETAIL SALES
 WHOLESALE SALES
 MANUFACTURING
 CONSTRUCTION
 GOVERNMENT
 SERVICE ONLY
 OTHER
 DESCRIBE THE NATURE OF BUSINESS
 (PRODUCTS SOLD, SERVICES PROVIDED)

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.)

- ACQUISITION (the purchase of an existing business's assets). The following information is required:
 Date of Sale: ____/____/____ Total Purchase Amount: \$ _____ Furniture, Fixtures & Equipment Purchase Price: \$ _____
 RELOCATION (existing business relocating into Denver) City and State relocating from: _____, _____
 NEW START UP (new business not pre-existing in Denver)
 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).

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

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					
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 _____