

Instructions for Initial Use Tax Return

General Instructions

Use Tax In General

The *Boulder Revised Code* imposes a use tax upon the privilege of persons in the city to use, store, or consume tangible personal property located in the city and taxable services purchased or leased at retail and furnished within the city. If Boulder sales tax is not paid to a vendor licensed and authorized to collect the same at the time of purchase, then use tax must be remitted directly to the City.

Credit may be taken against Boulder use tax for legally imposed sales or use taxes paid to other municipalities. Such credit may not exceed the Boulder use tax due.

For additional information regarding use tax, refer to *the Boulder Revised Code 3-2-1(b) and Tax Regulation 43*.

Purpose of Form

The Initial Use Tax Return is required to be filed by any person who purchases or establishes a business in the City. Subsequent use tax liabilities are reported on the City of Boulder Sales/Use Tax Return, which is filed on a routine basis.

Purchase of Existing Business. Tangible personal property and taxable services, except inventory held for lease, rental, or resale, which is acquired through the purchase or takeover of an existing business in the City, is subject to use tax. This tax is reported on the Initial Use Tax Return.

Use tax is due from the new owner even though the previous owner may have paid sales or use tax on the purchase of the property at the time of original purchase.



Purchasers of an existing business are encouraged to obtain current tax liability information from the City certifying that the seller is current with their tax obligations.

New Businesses. New businesses must report use tax due on tangible personal property and taxable services, except inventory held for lease, rental, or resale, acquired prior to and during the start of business in the City. This tax is reported on the Initial Use Tax Return.

Due Date

The reporting period for Initial Use Tax returns includes all transactions prior to first day of operation and up through the last day of the month in which operation began. Returns are due the 20th of the month following the month of inception. Returns filed by mail must be **postmarked** by the due date.

Reminders

Ongoing filings required. Use tax will be due on start up property and taxable services only one time; however, use tax liabilities may arise from future purchases of non-inventory tangible personal property and certain taxable services. Even service businesses that do not make taxable sales will likely have ongoing use tax liabilities. Future use tax liabilities are reported on line 8A of the City of Boulder Sales/Use Tax Return.

Enclosures. Mail the completed return and in the envelope provided along with payment and applicable enclosures. Do not staple the check or other enclosures to the return.

Specific Instructions

Lines 1-8 – Taxable Purchases. List the total purchase price (including freight/shipping charges) subject to use tax, classifying purchases as closely as possible with the categories listed on lines 1-7. Purchases not resembling one of the categories listed may be listed on line 8, provided that a description of the purchases is listed on a supplemental schedule and submitted with the return.

Line 9 – Total Taxable Amount. Total the amounts listed on lines 1 through 8 and enter the result on line 9.

Line 10 – Gross Use Tax Due. Multiply the amount computed on line 9 by the applicable use tax rate listed on this line 10 and enter the product on line 10.

Line 11 – Credit for Tax Paid. Enter the amount of legally imposed sales or use taxes previously paid to Boulder or another municipality.

Only sales or use tax which is legally imposed and previously paid to Boulder or another municipality may be credited against use tax due. Sales or use taxes paid by the previous owner may not be setoff against the current owner's liability. Check also to ensure that credit is not being taken for state sales tax or other state collected taxes such as RTD, cultural district, football district, or county sales taxes. For additional information on previously paid sales or use tax, refer to the *Boulder Revised Code 3-2-9(b)*.



Line 12 – Net Use Tax Due. If the amount on line 11 exceeds the total on line 10, enter a zero on line 12. Otherwise, subtract the amount listed on line 11 from the total listed on line 10 and enter the difference on line 12.

Lines 13-14 – Late Filing Charges. If the tax will be reported or paid after the due date, compute and add penalty and interest as follows:

13) Penalty – Multiply the amount on line 10 by 10%.

14) Interest - Interest accrues only in whole-month increments from the due date. Multiply the amount listed on line 10 by 1% and multiply this result by the number of months from the due date to the anticipated postmark date rounding up to the next whole month.

Line 15 – Total Amount Due. Add lines 12 through 14 and enter the total on this line 15. **This is the total due.** Make check payable for this amount to the City of Boulder and mail payment with the return to the address at the bottom of the return.

Signature Required – After reviewing the form for accuracy, sign and date the form. The person completing the return on behalf of the taxpayer must sign and date the form at the bottom. A printed name is also required. If the taxpayer is not an individual person, the title of the officer or agent completing the form on behalf of the taxpayer must also be printed on the form. Forms without a signature will be returned and may not be considered timely filed.



City of Boulder

Initial Use Tax Return

City of Boulder
Department of Finance
Sales/Use Tax Division

Business Name: _____

Mailing Address: _____

DUE DATE of this return is the 20th day of the month following the month of inception of business in Boulder

City License #: _____

TAXABLE AMOUNT

- | | |
|---|----------|
| 1. OFFICE FURNITURE, SUPPLIES AND EQUIPMENT:
Computers, software, copiers, fax machines, printers, telephones, business machines, office furniture, office supplies, etc. | \$ _____ |
| 2. RETAIL FURNITURE, EQUIPMENT AND FIXTURES:
Cash registers, counters, display racks and units, shelving, booths, tables, chairs, other restaurant furnishings, etc. | \$ _____ |
| 3. FOOD SERVICE PROCESSING EQUIPMENT AND SUPPLIES
Coolers, freezers, ovens, fryers, mixers, knives, and other kitchen equipment and supplies, dinnerware, linens, catering equipment, etc. | \$ _____ |
| 4. MANUFACTURING, WAREHOUSE AND SHOP EQUIPMENT
Shop equipment and supplies, tools, compressors, conveyors, packaging equipment, bailers, forklifts, manufacturing equipment, etc. | \$ _____ |
| 5. MEDICAL TOOLS, EQUIPMENT AND SUPPLIES
Medical beds, dental chairs, medical supplies and tools, disposable supplies, sterilization equipment, laboratory equipment, etc. | \$ _____ |
| 6. SIGNS AND OTHER OUTDOOR DISPLAYS | \$ _____ |
| 7. CLEANING SUPPLIES AND JANITORIAL EQUIPMENT | \$ _____ |
| 8. ALL OTHER TANGIBLE PERSONAL PROPERTY & TAXABLE SERVICES
(Please attach supplemental schedule describing these purchases) | \$ _____ |
| 9. TOTAL TAXABLE AMOUNT (Total lines 1 through 8) | \$ _____ |
| 10. GROSS USE TAX DUE (Line 9 x 3.41%) | \$ _____ |
| 11. CREDIT FOR TAX PAID TO BOULDER OR OTHER MUNICIPALITY | \$ _____ |
| 12. NET USE TAX DUE (Subtract line 11 from line 10) | \$ _____ |
| 13. PENALTY (10% of line 12) | \$ _____ |
| 14. INTEREST (1% of line 12 for each month past due) | \$ _____ |
| 15. TOTAL AMOUNT DUE (Total lines 12 through 14)
Make check payable to City of Boulder | \$ _____ |

LATE FILING CHARGES
Add if return will be postmarked after the due date

Under penalties of perjury, I declare that I have examined this Initial Use Tax Return and it is true and correct to the best of my knowledge and belief.

Taxpayer Signature

 _____
 Signature Date

 Printed Name Title Phone Number