

**CITY OF BOULDER, DEPARTMENT OF FINANCE, SALES/USE TAX DIVISION
P.O. BOX 791, BOULDER, CO 80306-0791 (303) 441-3050**

Period Covered _____ Thru _____ Due Date _____ Account # _____ Business Name _____

1. Gross Sales & Service		5A. Amount of CITY SALES TAX of line 4	
2A. Bad Debts Collected		5B. Amount subject to FOOD SERVICE TAX \$	
2B. Total of lines 1 and 2A		5C. Amount of city FOOD SERVICE TAX of line 5B	
D E D U C T I O N S	3A. Non-taxable Service and Sales	< >	6. Excess Tax Collected
	3B. Sales to Other Licensed Dealers for Purpose of Taxable Resale	< >	7. Total Sales Tax (Add lines 5A, 5C, and 6)
	3C. Sales shipped out of city and/or state	< >	8A. Amount subject to CITY USE TAX \$ _____
	3D. Bad debts charged off	< >	8B. Amount of CITY USE TAX of line 8A
	3E. Trade Ins for taxable resale	< >	9. Total Tax Due (add lines 7 and 8)
	3F. Sales of gasoline, cigarettes and newspapers	< >	10. If return is filed after _____ then add penalty and interest Penalty is _____ of line 9
	3G. Sales to governmental and religious orgs	< >	Interest is _____ of line 9 per month overdue
	3H. Returned Goods	< >	11. Total tax, penalty and interest due (add lines 9 and 10)
	3I. Prescriptions, etc.	< >	12. Deduct authorized credit: attach credit notice
	3J. Sales below tax minimum	< >	13. Total Due and Payable to City of Boulder Please include account number on check.
3. Total Deductions (Total lines 3A thru 3J)	< >		Change of Address
4. Total City Net Taxable Sales & Sevice (2B minus 3)			Closure

I hereby certify, under penalty of perjury, that the statements made herein are to the best of my knowledge true and correct.

SIGNATURE _____
 COMPANY _____
 PHONE _____

DATE _____
 TITLE _____

If you are requesting cancellation - please indicate date and nature of closure:

CEASED BUSINESS OPERATIONS	Date _____
CHANGED NATURE OF OWNERSHIP - NEED NEW APPLICATION	_____
SOLD - TO _____	_____
BANKRUPTCY	_____
MOVED ELSEWHERE - NO BUSINESS CONDUCTED IN BOULDER	_____
BUSINESS NEVER BEGUN	_____

BUSINESS LOCATION CHANGE

Show name and/or address change below:

BUSINESS MAILING CHANGE

Show name and/or address change below:

For questions about city taxes and licensing, please call the City of Boulder Sales Tax Division at (303) 441-3050.

Correspondence should be mailed to City of Boulder Sales Tax Division, P.O. Box 791, Boulder, CO 80306-0791.

For questions about state taxes, please call State of Colorado Taxpayer Services at (303) 238-7378.

Sales Tax Return Instructions

Sales & Revenue:

1. Enter your business' gross sales.
- 2A Enter any bad debts that had been written off, but recently collected.
- 2B This cell will self-calculate.

Deductions – enter as positive numbers:

- 3A Enter your non-taxable services and sales that are not included in the following section 3B-3J.
- 3B Enter all sales to licensed retailers for the purpose of taxable resale & sales to licensed manufacturers of items that become component parts of their product.
- 3C Enter all sales that were shipped outside of Boulder.
- 3D Enter the amount of bad debts that have been written off where you have previously remitted the sales tax to the City.
- 3E Enter the amount of trade-ins received that would reduce the amount of tax owed in 1 above.
- 3F Enter the sales of gasoline, cigarettes and newspapers that are included in 1 above.
- 3G Enter the amount of sales included in 1 above to governmental and properly licensed exempt organizations.
- 3H Enter the amount of returned goods that are included in 1 above.
- 3I Enter the amount of sales of prescription drugs that are included in 1 above.
- 3J Enter the amount of sales that were below tax minimum.
- 3 This cell will self-calculate.
- 4 This cell will self-calculate.
- 5A This cell will self-calculate.
- 5B Enter the amount of food service tax **collected** – this is the amount of food and drink sold multiplied by .0015 food service tax.
- 6 Enter any excess tax collected
- 7 This cell will self-calculate.
- 8A Enter the total amount of purchases that are subject to City Use Tax.
- 8B This cell will self-calculate
- 9 This cell will self-calculate.
- 10 If you are filing a late return calculate the amount of Interest and Penalty you owe and enter in the appropriate cell. Penalty is 10% of line 9 and interest is 1% of line 9 for each month that you are delinquent.
- 11 This cell will self-calculate.
- 12 Enter the amount of credit that has been authorized by the tax department.
- 13 This cell will self-calculate.
- 14 Please sign and date your return and fill out any of the remaining lines that are applicable to your business.