

CITY AND COUNTY OF DENVER - SPECIAL EVENT TAX RETURN

INSTRUCTIONS: A RETURN MUST BE FILED EVEN IF NO TAX IS DUE.
 FOR ASSISTANCE: WWW.DENVERGOV.ORG/TREASURY OR 720-913-9446

SECTION A-TAXPAYER INFORMATION: ALL FIELDS MUST BE COMPLETED

ENTER YOUR COMPLETE INFORMATION INCLUDING THE EVENT NAME AND EVENT ENDING DATE ENTER TRADE NAME OF BUSINESS, OWNER NAME, FULL ADDRESS, AND CONTACT PHONE NUMBERS 3R0VIDE YOUR DENVER SALES TAX ACCOUNT NUMBER (IF KNOWN) TO EXPEDITE YOUR RETURN PROVIDE YOUR EMAIL ADDRESS FOR CONTACT PURPOSES

SECTION B - CALCULATION OF TAXES DUE: ROUND ALL AMOUNTS TO THE NEAREST DOLLAR

- LINE 1: ENTER TOTAL RETAIL SALES OTHER THAN TAXABLE FOOD AND BEVERAGES AND MULTIPLY BY 4.31%
- LINE 2: ENTER TAXABLE FOOD AND BEVERAGE SALES AND MULTIPLY BY 4.00%
- LINE 3: ADD LINES 1 AND 2. THIS IS THE TOTAL TAX DUE - **DO NOT INCLUDE TAXES COLLECTED ON BEHALF OF THE STATE OF COLORADO**
- LINE 4: IF THE RETURN IS FILED OR PAID AFTER THE DUE DATE, ENTER 15% OF LINE 3 OR \$25.00, WHICHEVER IS GREATER
- LINE 5: IF THE RETURN IS FILED OR PAID AFTER THE DUE DATE, ENTER 1% OF THE TOTAL OF LINE 3 FOR EACH MONTH OR PARTIAL MONTH RETURN IS LATE
- LINE 6: ADD \$5.00 FOR THE SPECIAL EVENT LICENSE FEE IF YOU HAVE NOT PREVIOUSLY REMITTED THE FEE FOR THIS EVENT. A LICENSE FEE IS REQUIRED FOR EACH SPECIAL EVENT.
- LINE 7: ADD LINES 1 THROUGH 6, AND ENTER TOTAL IN LINE 7, THIS IS THE TOTAL DUE AND PAYABLE. INCLUDE CHECK OR MONEY ORDER PAYABLE TO THE MANAGER OF FINANCE. **RETURN MUST BE FILED WITH PAYMENT BY THE 20TH OF THE MONTH FOLLOWING THE EVENT TO AVOID ADDITIONAL PENALTIES AND INTEREST**

SECTION C: SIGN AND DATE YOUR RETURN

SECTION A	TAXPAYER INFORMATION	MEDIA # 000000000001	TRA #
EVENT NAME		EVENT END DATE	
TRADE NAME OF BUSINESS		OWNER NAME	
ADDRESS		CITY, STATE, ZIP	CONTACT PHONE
DENVER SALES TAX ACCOUNT NUMBER		EMAIL	
SECTION B CALCULATION OF TAXES DUE: CITY AND COUNTY OF DENVER			
1.	TOTAL RETAIL SALES OTHER THAN TAXABLE FOOD AND BEVERAGE SALES	4.31%	
2.	TAXABLE FOOD AND BEVERAGE SALES	4.00%	
3.	TOTAL TAX DUE		
4.	LATE FILING PENALTY: ADD 15% OF LINE 3, OR \$25.00, WHICHEVER IS GREATER		
5.	INTEREST: ADD 1% OF LINE 3 FOR EACH MONTH OR PARTIAL MONTH RETURN IS LATE		
6.	LICENSE FEE: ADD \$5.00 IF YOU DID NOT PREVIOUSLY REMIT		
7.	TOTAL DUE AND PAYABLE: MAKE CHECK PAYABLE TO THE MANAGER OF FINANCE		
SECTION C		SIGNATURE (REQUIRED)	TITLE
			DATE
RETURN MUST BE FILED WITH PAYMENT BY THE 20TH OF THE MONTH FOLLOWING THE SPECIAL EVENT			

PLEASE MAKE CHECK PAYABLE TO "MANAGER OF FINANCE" AND MAIL COMPLETED RETURN TO:
 CITY AND COUNTY OF DENVER
 DEPARTMENT OF FINANCE, TREASURY DIVISION
 PO BOX 660860
 DALLAS, TX 75266-0860
 WWW.DENVERGOV.ORG/EBIZTAX

**Important Information for Special
Event
Organizers and Vendors**

1. The Denver Merchandise Mart located at 451 E 58th Ave #4270 Denver, CO 80216 (contrary to the name and mailing address) is NOT located within the municipal boundaries of the City & County of Denver.
 This location actually resides in Adams County.
 For tax information - please contact the Adams
 County Sales Tax Department at 303-654-6300.

2. Special Event Vendors will NOT receive an actual paper special event sales tax license. The Tax Compliance Section of the Denver Department of Finance registers special event vendors on their tax system and assigns an account reporting number. A vendor's canceled check, for the license fee, is their proof of payment and application.