



Financial Services
 Sales Tax Division
 215 North Mason Street, 2nd Floor
 P.O. Box 580
 Fort Collins, CO 80522
970.221.6780
 970.221.6782 - fax
fcgov.com/salestax

TEMPORARY SALES TAX LICENSE

ACTIVITY:

Location:

Date:

Business Name:

Mailing Address:

Phone:

What do you sell:

Colo. Sales Tax Number:

Permanent Fort Collins Sales Tax Number:

This license is issued subject to all the terms and provisions of all of the Ordinances of the City of Fort Collins in force and effect relating hereto and is subject to revocation and upon these terms is so accepted by the license herein named.

Financial Officer
 City of Fort Collins

POST IN CONSPICUOUS PLACE

This sales tax return must be returned to the City Sales Tax Office no later than the due date below, otherwise penalty and interest will be charged along with the tax due. If you did not sell anything at this event, you still need to file the return as a \$0.

City of Fort Collins
P.O. Box 580
Fort Collins, CO 80522-0580

If paid by due date, you may take a vendor fee of 1%, max \$45.
ex: \$100 tax x 1% = \$1.00, deduct from tax owed = \$99.00

Date Due: 15 days after event
If not paid by due date, the following will be added to the tax due:
penalty of 10% and interest of 1% per month

Gross Sales \$ _____ X 3% = _____ Sales Tax Owed

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

By _____ Title _____

Company _____

Address _____
 Street City State Zip Code