



Financial Services
Sales Tax Division
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INDIVIDUAL CONSUMER USE TAX RETURN

NOTE: This form is used for individual Fort Collins consumers to report use tax liability. In general, use tax is owed to the City when Fort Collins sales tax is due on a purchase of goods or services but has not been collected by the retailer. Use tax is due within thirty (30) days from the date of purchase. Code § 25-124(b). More information can be found in Chapter 25, Article III of the Code of the City of Fort Collins available on the City’s website.

Name of Taxpayer:	
Address:	
Telephone Number:	
Email Address:	
1. Amount Subject to Use Tax	
2. Use Tax Due (Line 1 x 3.85%)	
3. Penalty (10% of Tax – if applicable)	
4. Interest (1% per Month – if applicable)	
5. Total Tax Due (Make check payable to “City of Fort Collins”)	

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

Name of Taxpayer

Date

Instructions:

Line 1 – Enter total purchases subject to use tax.

Line 2 – Multiply Line 1 by 3.85%.

Line 3 – If late, penalty amount is 10% of the tax due.

Line 4 – If late, interest is 1% for each month the tax remains unpaid.

Line 5 – Add lines 2 – 4.