



Tax/Business License Application

The purpose of this document is to register your business within the City of Fort Collins. Please note, information on this application is public record.

I am applying for:	<input type="checkbox"/> Sales/Use Tax License	<input type="checkbox"/> Lodging Tax License
This business is:	<input type="checkbox"/> New	<input type="checkbox"/> Purchased

Business Information

Company Name:		Contact Name:	
Doing Business As: (If Applicable)		Phone:	
First day of business in Fort Collins:		Email:	

Mailing Address			Physical Address		
City	State	Zip Code	City	State	Zip Code
<input type="checkbox"/> Use the Same Address					

Owner/Officer Information

If there are more than two owners, please use a separate piece of paper for their information.

<input type="checkbox"/> I am the owner and my contact information is above					
Owner/Officer 1			Owner/Officer 2		
Name:			Name:		
Title:			Title:		
Phone:			Phone:		
Email:			Email:		
Address			Address		
City	State	Zip Code	City	State	Zip Code

Describe Your Business

Provide a brief description of the work you do, e.g. Beauty Salon, Electrical Contractor

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Filing Frequency

By selecting one below options, you are committing to file your taxes by the due date with the City of Fort Collins.

<input type="checkbox"/> Monthly: My average tax collection is more than \$300 per month.	<input type="checkbox"/> Quarterly: My average tax collection is between \$25-\$300 per month.	<input type="checkbox"/> Annually: My average tax collection is less than \$25 per month.
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Register for Online Filing

Please create an account for me to file online

User Name:		Email:	
<i>You will receive an email notification of account creation within 5 to 10 business days. You will also receive an email with a temporary password. You will have the option to create a unique password once you're logged in under "Update Account Info"</i>			

Certification

I declare under penalty of perjury that this application has been examined by me and that the statements made herein are to the best of my knowledge and belief, true correct and complete.

Note: Issuance of the Sales and Use Tax or Lodging Tax License does not supersede other City ordinances which may prohibit this type of business operation within the city limits of Fort Collins.

Please consult your attorney for guidance. As an applicant for the City sales and use tax license, you are advised as required by the City Code Section 12-64(b), that smoking tobacco in most public places within the City is prohibited under Article III in Chapter 12 of the City Code.

Signature	Date
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For Office Use Only

Account Number	NAICS Code	Reporting Frequency	Geo Code