Financial Services
Sales Tax Division
215 N. Mason Street – 2nd Floor
PO Box 580
Fort Collins, CO 80522-0580

970.221.6780
970.221.6782/fax
www.fcgov.com/salestax

SALES TAX RETURN - ISOLATED SALES

NOTE: A retail sale is a sale of tangible personal property whether such sale is made by a licensed vendor or is between private parties. Unless exempt by Chapter 25 of the Code of the City of Fort Collins, all retail sales are subject to the imposition of tax.

Return this form with the remittance within twenty (20) days of the date of the sales.

Name of Taxpayer:	
Address:	
Telephone Number:	Account Number:
Email Address:	
Name of Purchaser:	
Address:	
Date of Transaction:	
1. Gross Sales (Provide detailed list on back of form)	
2. Sales 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 Checks 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 Business or Taxpayer Agent or Officer Title Date

MAKE CHECKS PAYABLE TO THE CITY OF FORT COLLINS