

# CITY OF STEAMBOAT SPRINGS SALES TAX LICENSE APPLICATION

PLEASE READ INSTRUCTIONS FIRST - PRINT CLEARLY OR TYPE INFORMATION

1. BUSINESS NAME \_\_\_\_\_  
(name of corporation, partnership, association, or individual)

2. TRADE NAME: (DBA, if any) \_\_\_\_\_

3. PHYSICAL LOCATION \_\_\_\_\_  
(street #, street name, unit #, city, state, zip)

If business has no fixed location in Steamboat how will sales be conducted? \_\_\_\_\_

4. BUSINESS PHONE # ( ) \_\_\_\_\_ FAX # ( ) \_\_\_\_\_

5. MAILING ADDRESS \_\_\_\_\_  
(Box #, street #, street name, unit #, city, state, zip)

6. CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

7. PHYSICAL LOCATION OF RECORDS \_\_\_\_\_  
(Street, city, state, zip)

8. TYPE OF OWNERSHIP (check one)

- Sole Proprietorship (Individual)
- Corporation (Incorporated, LLC)
- Partnership (General, Limited, S-Corp)
- Nonprofit Association or Club-taxable
- Nonprofit Exempt (**ATTACH STATE EXEMPTION CERTIFICATE**)
- OTHER (circle one) Joint Venture, Trust, Estate

9. NAME & HOME ADDRESS OF OWNER, PARTNERS, OR OFFICERS OF BUSINESS – IF MULTIPLE ATTACH LIST

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

**(ATTACH COPY OF DRIVER'S LICENSE – REQUIRED)**

10. TAXABLE PRODUCTS SOLD (general) \_\_\_\_\_

11. FEDERAL ID (EIN) \_\_\_\_\_ (DO NOT ENTER SOCIAL SECURITY NUMBER, WRITE "SSN")

12. STATE OF COLORADO SALES TAX LICENSE # \_\_\_\_\_ IF NONE, DATE APPLIED FOR \_\_\_\_\_

13. FILING FREQUENCY REQUESTED: \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Annually

DO YOU HAVE OR HAVE YOU APPLIED FOR A LIQUOR LICENSE?    YES    NO

DO YOU HAVE OR HAVE YOU APPLIED FOR A (VHR) VACATION HOME RENTAL PERMIT?    YES    NO

14. DATE THAT BUSINESS ACTIVITY BEGAN OR WILL BEGIN IN STEAMBOAT UNDER THIS APPLICATION \_\_\_\_\_

IF Business was PURCHASED, NAME OF SELLER \_\_\_\_\_ DATE OF SALE \_\_\_\_\_

15. **INCLUDE \$50.00 ONE-TIME APPLICATION FEE & A COPY OF A VALID DRIVER'S LICENSE**

I declare under penalty of perjury that I examined this application, and the statements made herein are in good faith pursuant to the City of Steamboat Springs tax regulations and to the best of my knowledge are true, correct, and complete.

**X**

SIGNATURE OF APPLICANT (must be signed by an owner, partner, or officer)

TITLE

DATE

OFFICE USE ONLY
_____ LICENSE #
_____ NAICS CODE
_____ LOCATION
_____ FREQUENCY
_____ LMD
_____ URA
_____ ENTERED BY
_____ DATE
_____ FEE PAID
_____ PAYMENT METHOD

**INSTRUCTIONS - The City of Steamboat Springs is a home-rule city, which means that our rules are separate from the State of Colorado.**

1. Enter the **legal name** of your business. Do not enter A TRADE NAME (DBA).  
This should be the legally recorded name of your corporation, partnership, association, etc.  
Enter your personal name if the business is a sole proprietorship.
2. Enter any **trade name** under which you do business if your DBA (DOING BUSINESS AS) is different from the legal name of your business.  
This is not a trade name registration form. If you wish to register a trade name, please do so with the Colorado Secretary of State.
3. Enter the **physical address** of your business location NOT a post office box.  
If you have more than one location, **you will need a separate application and license for each location**. If you will not have a physical location in Steamboat, please explain how sales will be conducted. Vacation Home Rentals, Door to door sales and other temporary sales may require additional licensing.
4. Enter the area code & phone number of the business. Enter the area code & fax number of the business.
5. Enter the **post office box / mailing address** of the business where you receive mail.  
Include the "Care of" or C/O name, if any.  
Please update the address with the sales tax clerk whenever changes occur.
6. Enter the name & title of the person whom we should contact if we have any questions regarding this application, the payment of taxes, or this account in general.  
Enter the contact person's phone number & email address.
7. Enter the location of your business records. If your records are kept at a location other than your business, such as an accountant or main office, give the address of that location. A POST OFFICE BOX IS NOT A VALID LOCATION OF BUSINESS RECORDS.
8. Check the form of ownership of your business. If this is a nonprofit organization, **ATTACH A COPY** of your **STATE OF COLORADO CERTIFICATE OF EXEMPTION FOR SALES AND USE TAX**. Non-profit organizations ARE NOT EXEMPT from collecting and remitting City sales tax on sales within the city limits to the City of Steamboat Springs. If the organization has a certificate of exemption to be, exempt from *paying* sales tax on purchases, that does not make them exempt from *collecting and remitting* City sales tax on what is sold within the city limits of Steamboat Springs.  
  
As a courtesy to non-profit organizations, the city allows ONE fundraiser per calendar year, not to exceed three consecutive days, where the organization can collect and KEEP the City sales tax collected on sales. The event cannot exceed three consecutive days as the one fundraiser per year for the organization, as defined by our code.
9. Enter the owner, partners or officers of the business including home physical address, home telephone number, home email address, and their title or position in the business.  
Please attach a list if multiple.  
**ATTACH A VALID DRIVER'S LICENSE COPY** for at least one of the following; the owner, owners, partner or at least one officer.
10. Enter the taxable products the business will be selling, vacation home rental, and/or the service the business provides.
11. Enter the Federal Identification Number (Employer Identification Number). Do not enter a Social Security Number. If the Federal Identification Number is a Social Security Number, please write "SSN".
12. Enter the State of Colorado sales tax license number for this business location.
13. Enter the filing frequency you are **requesting**.  
Taxpayers collecting more than \$100.00 of city sales tax per month **must** file monthly.  
Taxpayers collecting less than \$100.00 per month may file quarterly.  
Taxpayers collecting less than \$100.00 in a quarter may file annually.  
Wholesale only accounts file annually.  
**Single event participants must complete the single event application, sign the single event policy, and pay the single event DEPOSIT for each event.**
14. Enter the date that the business first began sales in Steamboat Springs at the applied for location. The date entered will be the period that the City will expect returns to begin filing. If this is a new business, give the date sales will begin in Steamboat Springs.  
  
If the business is an existing business in Steamboat Springs that you purchased, enter the name of the previous owner whom you purchased the business from, and the date the sale/transfer took place. **TAX ON THE SALE OF BUSINESS OR PERSONAL ASSETS IS DUE 10 DAYS AFTER CLOSING. Please attach a detailed listing of tangible personal property purchased.**
15. A one-time **\$50.00** application fee and a valid driver's license are due prior to license issuance.

\*\*\*Also required is the completed Emergency Services Form for businesses with actual locations within city limits\*\*\*