



Sales Tax License Application Instructions and Requirements

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.
 - a. Do not enter a trade name (DBA).
 - b. This should be the legally recorded name of your corporation, partnership, association
 - c. 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 Springs, 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 and phone number of the business.
5. Enter the mailing address of the business where you receive mail. Please update the address with the Sales Tax Department whenever changes occur.
6. Enter the name and 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 and email address.
7. 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.
8. 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, personal phone number, personal e-mail address, and their title or position in the business. Please attach a list if multiple.
10. Enter the NAICS Code if known, select your business activity or describe 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.

a. Taxpayers collecting more than \$100.00 of City sales tax per month must file monthly.

b. Taxpayers collecting less than \$100.00 per month may file quarterly.

c. Taxpayers collecting less than \$100.00 in a quarter may file annually. Wholesale only accounts file annually.

d. 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.

15. 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 assets is due 10 days after closing. Please attach a detailed listing of tangible personal property purchased.