City and County of Broomfield

Sales Tax Administration

P.O. BOX 407 BROOMFIELD, CO 80038-0407

303-464-5811
303-410-3802 (fax)
Email: salestax@broomfield.org
Web: www.broomfield.org/salestax/

SPECIAL EVENT SALES TAX RETURN

Taxable sales in the *City and County of Broomfield*, must have a sales tax **ADDED** to the product price. (**8.25%)**
Remit only **4.15%** on this return. The balance must be sent to the *Colorado Department of Revenue*:

State of Colorado:	2.9 %	Remit to:	*State of Colorado, Dept of Revenue*
RTD:	1.2 %	Remit to:	*State of Colorado, Dept of Revenue*
Broomfield	**4.15 %**	**Remit to:**	***City and County of Broomfield***
Total Rate:	8.25 %		
	======		

EVENT NAME:_____

Individual or Group Name:_____
Mailing Address:_____
City, State, Zip: _____
Broomfield Retail License # (if applicable) _____ (See Note 3 below)

Representative Signature:_____**Date:**_____

1) Total Amount of Sales:	(Before sales tax)			$_____
2) Amount of City Sales Tax:	(Line 1 X 4.15%)	(.0415)		$_____
3) Deduct Vendor Fee:	(Line 2 X 3%)	(.03)	(Not valid on late filings)	$(_____)
4) Net sales tax due	(Line 2 minus Line 3)			$_____

HOW TO FILE:

1) Deliver sales tax return to your organizer at the end of your special event or within 10 days of the event, mail to the address shown above, with check payable to *City and County of Broomfield*. (Do not mail cash)

2) Bring return, with check or cash, to Broomfield Municipal Building (Central Records), One DesCombes Dr. (3 blocks North of 120th Ave and Lamar Street---seven blocks west of 120th and Sheridan)

NOTES:

1) Remember to add the full tax rate (8.25%) to the price of each item, or food/drink, sold.

2) **Do not include State taxes on this return.** Mail State and RTD taxes to the *Colorado Department of Revenue*. For license and forms: Phone: 303-866-5643 Web: www.taxcolorado.com

3) Vendors holding an active *Broomfield Sales Tax License* may choose to remit on their regular monthly return. If this method is chosen, indicate the valid license number on this return in the box above.