



Special Event Tax Information Sheet

Please read before filling out Form #12

The City of Grand Junction is a separate taxing jurisdiction from the State of Colorado and Mesa County. The following instructions apply to the City sales tax rules only:

A. Licensing—Before the Event

(1) No license shall be required for a retailer selling property at a special event inside the City for periods of 7 consecutive days or less; not exceeding 21 days per calendar year

(2) If a special event lasts longer than 7 days, the retailer is required to obtain a license from the City. *(Charitable organizations may not need to obtain a license in this situation...please contact Customer Service at 244-1521.)*

B. Collection of Sales Tax—During the Event

(1) All retailers selling property at special events inside the City are required to charge and collect City sales tax on all taxable sales (2.75% of the sales price).

(2) *Only charitable organizations may be exempt from collecting sales tax at special events...please contact Customer Service for further guidance at 244-1521.*

C. Reporting /Remitting City Sales Tax—After the Event

(1) A special event retailer as discussed in A. (1) and B. (1) above is required to complete and file the top portion of **FORM # 12** titled "Sales Tax Return."

- a. This return is due by the 20th of the month following the last day of the event.
- b. Sales tax collected shall be remitted with this return. Please make checks payable to the City of Grand Junction.
- c. Retailers should keep a copy of **FORM #12** for their records.



Vendor Sales Tax Remittance Form

This form is to be given to vendors, filled out, and returned back to Sponsor (or event-holder), who is responsible for submitting it to the City of Grand Junction, Sales Tax Division, Finance Department, 250 N. 5th St., Grand Junction, CO 81501. 970-244-1521

This return is due the 20th of the month following the last day of the Special Event.

Event Name: _____

Event Date: _____

Vendor Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

- 1. Taxable Sales \$ _____
- 2. Multiply by City Tax Rate _____ X 2.75% _____
- 3. City Tax Due (Multiply line 1 by line 2) _____ *

** This is the amount to be remitted to the City along with the top half of this form.*

I, the undersigned, certify that the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief.

Applicant Signature

Date

(DETACH BELOW)

RETAILER COPY
THIS PORTION IS FOR YOU TO KEEP FOR YOUR OWN RECORDS.

Event Name: _____

Event Date: _____

- 1. Taxable Sales \$ _____
- 2. Multiply by City Tax Rate _____ X 2.75% _____
- 3. City Tax Due (Multiply line 1 by line 2) \$ _____ *