



Special Event Tax Information Sheet

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 Requirements

- (1) If you are engaged in business for more than 7 consecutive or 21 total days of the year, or if you are selling tangible personal property at a city sponsored event (such as Southwest Arbor Fest, Epic Rides Off-Road, Downtown Farmers' Market, and the Pork and Hops Challenge), you are required to have a sales tax license prior to selling tangible personal property at an event in the City of Grand Junction.

OR

- (2) If you are not selling tangible personal property at a city sponsored event and if you are not engaged in business in the City of Grand Junction for more than 7 consecutive or 21 total days per year, you may collect and remit sales tax as a Special Event Retailer (*read further for instructions*).

B. Special Event Registration and Licensing- Before the Event

(1) Retailers selling tangible personal property at events inside the City are required to pre-register with the city.

(2) **Please fill out the Special Event Registration Form on page 2 and submit to the City of Grand Junction. Special Event Registration Forms must be received by all participants 10 days before the date of the event.** You can mail a hard copy or send electronically via e-mail. Failure to remit a pre-registration form will lead to tax enforcement on the day of the event.

C. 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 (3.25% of the sales price).

(2) *Only charitable organizations may be exempt from collecting sales tax at special events. Please contact Taxpayer Support for further guidance at 970-244-1521.*

D. Reporting /Remitting City Sales Tax

(1) Special Event Retailers are required to complete and file the Special Event Retailer Sales Tax Remittance Form.

- 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. Retailers should keep a copy of the remittance return for their records.



Special Event Registration Form

This form is to be filled out by the retailer and remitted to the City of Grand Junction at least 10 days prior to the event. *All fields are required to be completed.*

Hard Copy by Mail

City of Grand Junction

Attn: Sales Tax

250 North 5th Street

Grand Junction, Colorado 81501

OR

Electronic via E-mail

gjsalestax@gjcity.org

Retailer Name: _____

Business Name (if different): _____

Business Permanent Address: _____

Phone: _____ Email: _____

Event Date: _____

Event Name: _____

Event Location: _____

I understand that as a retailer I have a requirement to collect and remit City sales tax on the sale of tangible personal property sold in Grand Junction.

Applicant Signature

Printed Name

Date

*City of Grand Junction * Sales Tax * 250 North 5th Street* Grand Junction, CO 81501*

*Phone: (970) 244-1521 * FAX (970) 256-4078 * www.GJCITY.org*



Special Event Retailer Sales Tax Remittance Form

This form is to be filled out by the Retailer and remitted to the City of Grand Junction, Sales Tax, 250 N. 5th St., Grand Junction, CO 81501.

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

Event Date: _____

Event Name: _____

Event Location: _____

Retailer Name: _____

Business Permanent Address: _____

Phone: _____ Fax: _____ E-mail: _____

Calculation of Tax Due

1. Taxable Sales	\$	_____
2. Multiply by City Tax Rate	x 3.25%	
3. City Tax Due =	\$	_____ *

** This is the amount to be remitted to the City along with this form. Please make check payable to "City of Grand Junction".*

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

Printed Name

Date

Don't Forget to Make a Copy for Your Records

*City of Grand Junction * Sales Tax * 250 North 5th Street* Grand Junction, CO 81501
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