



One Time Event, City Sales Tax License
\$25.00 Refundable Deposit Required

Owner's Name	_____	Event Date:	_____
Business Name	_____		_____
Business Address	_____	Event Name:	_____
	_____		_____
Business Phone	_____		
Printed Name	_____		
Email Address	_____		
Signature	_____		
Date	_____		

Make \$25 Checks Payable to: City of Lafayette

City of Lafayette
1290 S. Public Road
Lafayette, CO 80026
303-661-1246



One Time Event, City Sales Tax Return – ****FILL OUT AFTER EVENT****

Owner's Name _____ Event Date _____

Business Name _____

Business Address _____ Event Name _____

Business Phone _____

Printed Name _____

Email Address _____

Signature _____

Date _____

Total Sales _____

Tax Due _____

Less Deposit _____

Tax Due/Refund _____

Make Tax Due Checks Payable to: City of Lafayette

Refund Checks should be made out to:

No refunds for amounts less than \$1.00

City of Lafayette	<u>Total Collected</u>	8.485%
1290 S. Public Road	City	3.500% - send to City
Lafayette, CO 80026	State	2.900% - send to State
City – Mandy Staley 303-661-1246	RTD	1.100% - send to State
State contact – 303-238-7378	Boulder County	0.985% - send to State



The City of Lafayette would like to thank you for choosing to participate in this event. We want to make your stay with us as easy as possible, by stream-lining the collection of the city sales tax.

A total 8.485% tax should be collected from your customers. Of that, 3.5% needs to be remitted directly to the City of Lafayette. The remaining goes to the State of Colorado, according to their instructions.

Attached you will find a One-Time Event City Sales Tax License and Return. Following are the steps in submitting the sales tax to the City.

1. Turn in a completed license and a \$25.00 check deposit, made payable to The City of Lafayette, when you register.
2. Sell your product at the event.
3. Complete the return and bring it into or mail it to the City. This return is to be received on or before 20 days following the event.

If the return shows that your tax due is less than the \$25.00 deposit, the City will issue a refund for the difference on Friday of the following week.

If the return shows that you owe more than the \$25.00 deposit, then the difference needs to be remitted with your completed return.

If you have any tax questions, please feel free to contact Mandy at 303-661-1246