



# CITY OF COLORADO SPRINGS SALES TAX RETURN

- Return must be filed even if no tax is due
- Returns are late if not in the tax office or postmarked by the due date
- Retain a copy for your records
- Make a check or money order payable to The City of Colorado Springs
- Questions: Tele: 719-385-5903 or Email: [salestax@coloradosprings.gov](mailto:salestax@coloradosprings.gov)
- Mailing address:  
City of Colorado Springs, Department 2408, Denver, CO 80256-0001
- Online Services, instructions, additional forms & amended returns are available on our website: [ColoradoSprings.gov](http://ColoradoSprings.gov); search "Sales Tax"
- If reporting use taxes on line 8 of this tax return, please attach Schedule B, use tax detail report or like schedule
- New account numbers were issued in July 2021; you must list the number below.

**ENTITY:**

**DOING BUSINESS AS:**

**MAILING ADDRESS:**

**CITY, STATE, ZIP CODE:**

**REQUIRED; LIST NEW ACCOUNT NUMBER ISSUED 7.2021  
ACCOUNT / LICENSE #:**

**PERIOD COVERED: DUE DATE:**

COMPUTATION OF TAX	
1. <b>GROSS SALES AND SERVICE</b>	TOTAL RECEIPTS FROM CITY ACTIVITIES MUST BE REPORTED, INCLUDING ALL SALES, RENTALS, & LEASES, & ALL SERVICES, BOTH TAXABLE & NON-TAXABLE,
2A. <b>ADD: BAD DEBTS COLLECTED</b>	
2B. <b>TOTAL LINES 1 &amp; 2A</b>	
3. <b>DEDUCTIONS</b>	Deduction(s) must be included in line 1; list each deduction category separately; do not deduct business expenses.
3A. NON-TAXABLE SERVICE SALES (INCLUDED IN LINE 1)	
3B. SALES TO OTHER LICENSED DEALERS FOR TAXABLE RESALE	
3C. SALES SHIPPED OUT OF CITY AND/OR STATE (INCLUDED IN LINE 1)	
3D. NON-SECURED INTEREST (BAD DEBTS CHARGED OFF, ORD. 2.7.403)	
3E. TRADE-INS FOR TAXABLE RESALE (FOR CITY TAXABLE SALES ONLY)	
3F. SALES OF GASOLINE AND CIGARETTES	
3G. SALES TO GOVERNMENTAL, RELIGIOUS, AND CHARITABLE ORGANIZATIONS	
3H. RETURNED GOODS (ON WHICH CITY TAX WAS PAID)	
3I. PRESCRIPTION DRUGS AND PROSTHETIC DEVICES	
3J. GROCERIES ARE EXEMPTED BY SECTION 2-7-415 OF THE ORDINANCE	
3K. OTHER DEDUCTIONS (LIST)	
3L.	
3M.	
<b>3. TOTAL DEDUCTIONS (TOTAL OF LINES 3A THROUGH 3M) =</b>	
<b>4. TOTAL CITY NET TAXABLE SALES &amp; SERVICE (LINE 2B MINUS TOTAL LINE 3) =</b>	
5A. CITY SALES TAX <b>3.07%</b> OF LINE 4 =	
5B. AMOUNT OF LINE 4 SUBJECT TO LODGERS' TAX X <b>2.0%</b> =	
5C. AMOUNT OF LINE 4 SUBJECT TO AUTO RENTAL TAX X <b>1.0%</b> =	
6. ADD EXCESS TAX COLLECTED =	
7. DISPOSABLE BAG FEE COLLECTED - EFFECTIVE 1/1/.2023 (\$0.10 PER BAG, SUBMIT 60% TO CITY, BUSINESS RETAINS 40%) =	
8. CITY USE TAX - AMOUNT SUBJECT TO TAX X <b>3.07%</b> =	
9. MOTION PICTURE THEATRE ADMISSIONS TAX X <b>2.0%</b> =	
10. BICYCLE EXCISE TAX - # OF NEW BICYCLES SOLD X <b>\$4.00</b> =	
<b>11. TOTAL TAX DUE (ADD LINES 5A THROUGH LINE 10)</b>	
12. LATE FILING ADD IF THE RETURN IS FILED AFTER DUE DATE	PENALTY X <b>10%</b> =
	INTEREST PER MONTH X <b>1.417%</b> =
<b>13. TOTAL TAX PENALTY AND INTEREST DUE (ADD LINES 11 AND 12)</b>	
14. ADJUSTMENT PRIOR PERIODS (ATTACH COPY OF OVER OR UNDERPAYMENT NOTICE)	A. ADD (+)
	B. DEDUCT (-)
<b>15. TOTAL DUE AND PAYABLE</b>	

**SCHEDULE C - CONSOLIDATED ACCOUNTS REPORT - SALES TAX**

- This form is required in all cases where the taxpayer makes a consolidated return, including sales made at more than one location.
- It must be **complete** and convey all information required under the column headings. If additional space is needed, attach a schedule in the same format.

ACCOUNT NUMBERS	BUSINESS ADDRESSES OF CONSOLIDATED ACCOUNTS	PERIODS TOTAL GROSS SALES (AGGREGATE TO LINE 1)	PERIODS NET TAXABLE SALES (AGGREGATE TO LINE 4)	ACCOUNT NUMBERS	BUSINESS ADDRESSES OF CONSOLIDATED ACCOUNTS	PERIODS TOTAL GROSS SALES (AGGREGATE TO LINE 1)	PERIODS NET TAXABLE SALES (AGGREGATE TO LINE 4)	
<b>AGGREGATE TOTALS:</b>								

<b>IF NO LONGER IN BUSINESS, LIST YOUR CANCELLATION DATE IS BELOW:</b>	<b>SHOW BELOW NAME OR ADDRESS CHANGE:</b> <input type="checkbox"/> BUSINESS ADDRESS / <input type="checkbox"/> MAILING ADDRESS	<b>I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT THE STATEMENTS MADE HEREIN ARE TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.</b>
____ / ____ / 20____  (RETURN YOUR SALES TAX LICENSE WITH THIS RETURN, IF BUSINESS IS CANCELLED)		SIGNATURE: _____ COMPANY: _____ PHONE: _____ EMAIL: _____ TITLE: _____ DATE: _____