



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

Owner's Name _____ Event Date _____

Business Name _____ Event Name _____

Business Address _____

Business Phone _____

Printed Name _____

Signature _____

Date _____

Make \$25 Checks Payable to: City of Lafayette

City of Lafayette
1290 S. Public Road
Lafayette, CO 80026
303/665-5588 x3315



One Time Event, City Sales Tax Return

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

Total Sales	_____
	x 3.5% (.035)
Tax Due	_____
Less Deposit	_____
	-25.00
Tax Due or Refund Due	_____
	=====

Make Tax Due Checks Payable to: City of Lafayette
Refund Checks should be made out to:

No refunds for amounts less the \$1.00

City of Lafayette
1290 S. Public Road
Lafayette, CO 80026

_____ Total Collected 8.30%

City contact - Kathy 303/665-5588 x3315
State contact - 303/238-7378

City	3.50%	-	send to City
State	2.90%	-	send to state
RTD	1.10%	-	send to state
County	0.80%	-	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 8.30% tax should be collected from your customers. Of that, 3.50% 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.(If you already have a sales tax account with the City, please write your account number on the license, in lieu of the \$25.00)
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 Kathy at 303/665-5588 x3315.