



COMMERCIAL APPLICATION PACKET

Finance Department
9500 Civic Center Drive
Thornton, Colorado 80229-1220

Sales Tax Division
303-538-7400
FAX 303-538-7584
www.thorntonco.gov

Welcome to the Thornton business community!

Enclosed is the paperwork necessary to obtain a Sales and Use Tax Business License with the City of Thornton. Every business operating within the City must obtain a Certificate of Occupancy and a Sales and Use Tax Business License regardless of the nature of the business. The license is free and the application consists of four parts:

1. ***Application for Sales and Use Tax Business License*** – This form provides general information regarding your business. Please be certain to complete every line on the application and allow 2 – 3 weeks for processing of your application. You may apply for your business license online at www.salestaxonline.com (separate paper application for CO may be required as outlined below). Upon approval of your Sales and Use Tax Business License application, you will receive your business license and an informational packet regarding tax return filing requirements in the mail. If you have questions about the business license application process or sales/use tax questions, please contact the Sales Tax Division at 303-538-7400 or salesusetax@ThorntonCO.gov.

The total sales/use tax rate within the City of Thornton is 8.5%. The City of Thornton is a home-rule city; therefore, a separate Sales and Use Tax Business License is required for the City and the 3.75% city tax is remitted directly to the City. The remaining 4.75% is remitted to the State of Colorado and you may also be required to be licensed with the State of Colorado. For questions about State licensing or reporting requirements, you may contact the Colorado Department of Revenue at 303-238-7378.

2. ***Thornton Initial Use Tax Return for a New Business*** – this form explains use tax and provides you with the opportunity to report any use taxable purchases you may have made up to this point. If you have no liability at this time, simply enter zero on this form. If you need additional information regarding use tax and how to determine your liability, please call 303-538-7400 or visit www.ThorntonCO.gov.

If you have not already obtained a certificate of occupancy or commercial zoning approval, please contact the Building Division at 303-538-7250 to obtain the necessary forms.

Thank you for your cooperation and good luck with your business!



Sales Tax Division
 9500 Civic Center Drive
 Thornton, CO 80229-4326
 Phone 303-538-7400 Fax 303-538-7584

APPLICATION FOR SALES AND USE TAX BUSINESS LICENSE

FOR CITY USE ONLY	
Reporting Frequency	1 4 12 A Q M
Business Start Date	_____
Geo-Code	_____ Ward _____
NAIC	_____ ADDR Key _____
Bus. Nature	_____
Permit #	_____
Account Number	_____
IUT Received	_____
Zoning Received	_____
Date to CD	_____

PLEASE TYPE OR PRINT NEATLY

Trade Name – DBA _____		Business Phone No. () _____	
Taxpayer Name (Owner, Partners, Corporate, or LLC) (Last, First, Middle) _____			
Business Address _____	City _____	State _____	Zip + 4 _____
Mailing Address (if different) _____	City _____	State _____	Zip + 4 _____
Contact Person/Registered Agent _____	Title _____	Phone No. () _____ Email _____	
REASON FOR FILING APPLICATION: <input type="checkbox"/> Original Application/New Ownership <input type="checkbox"/> Change in Ownership Structure – Describe: _____ <input type="checkbox"/> Other _____			
TYPE OF OWNERSHIP: (check only one) <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other (Specify) _____			
Check business location type: <input type="checkbox"/> Commercial Establishment <input type="checkbox"/> Private Residence <input type="checkbox"/> No Thornton Location (vending-in)			
Location of records: (check only one) <input type="checkbox"/> Same as business location address <input type="checkbox"/> Same as mailing address <input type="checkbox"/> Other (Specify) _____			
TYPE OF BUSINESS: <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retail – Sales <input type="checkbox"/> Consumer – Use <input type="checkbox"/> Single Event – Period Covered (MO/DAY/YR) _____ <input type="checkbox"/> Multiple Event		Total No. of Employees _____ in Thornton	
Event Location _____			
Type of Service Provided/Type of Merchandise Sold (be specific): _____			
Date business was purchased or date that business began operating in Thornton: _____			
Name of previous owner or business at present location: _____			
<input type="checkbox"/> Check here if your company creates its own tax returns and does not need the City to supply them.			
<input type="checkbox"/> If Seasonal, mark each business month. <input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> July <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec			

ADDITIONAL LEASED EQUIPMENT, VENDING MACHINE, OR AMUSEMENT DEVICE LOCATIONS:		
Name of Thornton Business Location	Address	No. of machines or pieces of leased equipment at location

PRIVILEGED AND/OR CONFIDENTIAL COMMERCIAL FINANCIAL INFORMATION				
NAMES AND HOME ADDRESSES OF OWNERS, PARTNERS, OFFICERS, OR MEMBERS OF LLC (Must Be Completed)				
(Information is not subject to disclosure and will be redacted upon public information request)				
Name	Date of Birth	Address (street, city, state, zip code)	Phone Number	% owned and title
Bank Name			Bank Account No.	
			Type of Account	
Bank Address				
Federal Employer Identification No. (FEIN) or SS#		Colorado State License No.	Drivers License No. (Sole Proprietors Only)	
FILING FREQUENCY: If average tax owed is:				
<input type="checkbox"/> \$25.00/month or less – Annually <input type="checkbox"/> Under \$100/month – Quarterly <input type="checkbox"/> \$100/month or more - Monthly <input type="checkbox"/> Wholesale only - Annually				

"I declare, under penalty of perjury, that this application has been examined by me and the statements made herein are made in good faith pursuant to the City of Thornton tax laws and, to the best of my knowledge and belief, are true, correct and complete."

APPLICANT: (PLEASE PRINT) _____

APPLICANT'S SIGNATURE: _____

TITLE: _____ DATE: _____



THORNTON INITIAL USE TAX RETURN FOR A NEW BUSINESS OR ACQUISITION OF AN EXISTING BUSINESS

CITY OF THORNTON, COLORADO
SALES TAX DIVISION
9500 Civic Center Drive
Thornton, Colorado 80229-4326

COMPLETE AND RETURN ORIGINAL COPY
MAKE A COPY FOR YOUR RECORDS

THE CITY OF THORNTON SALES AND USE TAX ORDINANCE LEVIES A 3.75% USE TAX UPON:

- a) Tangible personal property and taxable services purchased for use (i.e. items not for resale) in the operation of your business within the corporate limits of Thornton, when no City sales tax was paid at the time of purchase; and
- b) Tangible personal property and taxable services (except inventory for resale) acquired through the purchase of an "ongoing or existing business" within the corporate limits of Thornton.

To determine if Thornton's 3.75% use tax is due, examine the Purchase Agreement and/or all invoice copies of tangible personal property and taxable services purchased. If the Purchase Agreement and/or invoices do not include 3.75% sales tax for the City of Thornton, as well as all Colorado State collected sales taxes, then those items should be included on the schedule below. Some common items subject to the tax include, but not limited to: furniture, fixtures, office equipment, machinery, software, shelving, cabinets, preprinted forms, books, factory supplies, office supplies, cleaning supplies, brochures, and leases or rentals of any equipment. If you have questions on the taxability of specific items, contact the City Sales Tax Division at 303-538-7400 or visit our website at www.ThorntonCO.gov.

Please schedule below all tangible personal property and taxable services purchased for which use tax is due. If you have purchase documents which show that City tax has been paid attach copies and enter "none" on the "Tax Due" line. **In order for this return to be properly reviewed, please enclose copies of all invoices and/or other supporting documentation.**

	Purchase Date	Name of Vendor	Description of Item	\$ Cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

PLEASE NOTE

THIS RETURN MUST BE PROPERLY SIGNED AND RETURNED TOGETHER WITH THE AMOUNT DUE, IF ANY, ON OR BEFORE THE TWENTIETH (20TH) DAY OF THE MONTH FOLLOWING THE DATE OF PURCHASE.

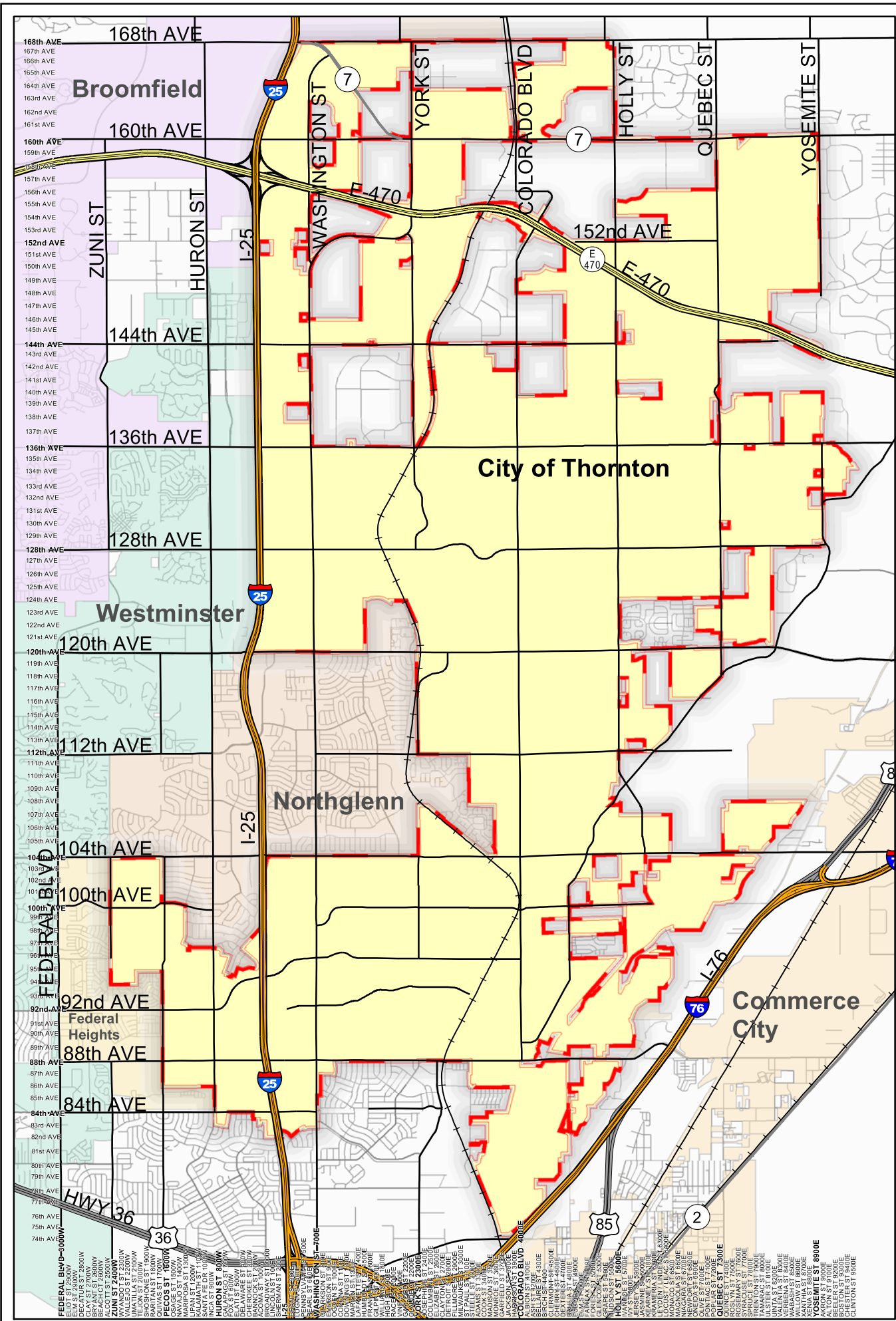
Total Cost \$ _____
TAX DUE 3.75% of Total Cost \$ _____

IF RETURN IS FILED AFTER THE DUE DATE, THEN ADD:

Penalty: 10% of Tax \$ _____
Interest: .667% per month \$ _____
Total Due: \$ _____

I hereby certify under penalty of perjury that the statements made herein are to the best of my knowledge true and correct:

Business Name: _____ Signature: _____
Address: _____ Title: _____
_____ Date: _____




 1 in = 6,583.3 ft
 9/13/2018

City of Thornton
 9500 Civic Center Drive, Thornton, Colorado 80229, (303) 538-7295
City Limits
 as of 8/28/2018

GIS DATA DISCLAIMER
 The City of Thornton GIS has made every reasonable effort to represent geographic data as accurately as possible, and we make no liability assurance with the information herein. This information is for representational purposes only and is not intended to be substituted for accurate boundary locations, legal or professional opinions.



S:\ArcGIS\StandardMaps\CityBoundary8x10.mxd