

# Thornton City Sales Tax Information Thorntonfest 2024

After participating in any City of Thornton event, you must remit the sales tax return form to the City of Thornton by completing the form, enclosing the appropriate payment (if you didn't sell anything, please state \$0.00) and mailing it to:

**City of Thornton  
Sales Tax Department  
9500 Civic Center Dr.  
Thornton, CO 80229**

Failure to file a return for the event may result in legal action and prevent you from obtaining a license for future events in Thornton.

Below, please find instructions on how to fill out and complete the City of Thornton Sales Tax Return form. Please read and follow these instructions carefully. If you have any questions when filing out the form please contact the City Sales Tax office at 303-538-7400.

***You are still required to fill out and return this form even if you do not sell any items.*** Simply write \$0.00 in the appropriate spaces on the form and return it to the above address no later than July 22, 2024.

## **INSTRUCTIONS FOR COMPLETING THE CITY OF THORNTON SALES TAX RETURN FORM**

**At the top of the form PRINT in your name along with the Business name, address, city, state, and phone numbers.**

Line 1: Print the Dollar amount sold.

Line 2a, 2b, & 3 a - k: Due to the nature of this event there should be no deductions on these lines.

Line 4: Print the dollar amount sold. This should be the same amount as printed on line 1.

Line 5: Take the dollar amount sold and multiply it by 3.75%. (i.e.  $\$150.00 \times 3.75\% (.0375) = \$5.63$ ).

Line 6: If you accidentally collected excess tax it should be reported here.

Line 7: This should be the same as line 5 unless you collected excess tax in which case, add lines 5 and 6.

Line 8: The amount in this box is line 7 x 3% (i.e.  $\$5.63 \times 3\% = \$.17$ ) up to \$25 maximum. Subtract this amount from line 7.

Line 9: Self Explanatory, (i.e.  $\$5.63 - \$.17 + \$5.46$ )

Line 10: Use tax would also include items given away for free.

Line 11: Add lines 9 and 10.

Line 12: This line is used if you do not remit your taxes before July 22, 2024.

Using the continuing example, if this were remitted after July 22, 2024 the penalty amount due would be \$15 because 10% of \$5.46 is not greater than \$15.

The interest is calculated at .00917 of the tax liability per month.

Line 13: Self explanatory

***Don't forget to file your State Sales Tax Return.***



**Thornton Festivals & Events • 11151 Colorado Blvd. • Thornton, CO 80233**



# Thorntonfest 2024

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

### SALES/USE TAX RETURN FILING INSTRUCTIONS

FILE RETURNS ONLINE AT [www.salestaxonline.com](http://www.salestaxonline.com)

**MAILING RETURN AND PAYMENT BY STANDARD MAIL - PLEASE SEND TO City of Thornton:**  
PO Box 910222, Denver, CO 80291-0222

MAILING CERTIFIED OR EXPRESS DELIVERY - SEND YOUR TAX RETURN WITH PAYMENT TO:  
City of Thornton, Attn: Sales Tax, 9500 Civic Center Drive, Thornton, CO 80229

FILING A ZERO RETURN - PLEASE COMPLETE RETURN ONLINE OR EMAIL RETURN TO:  
[salesusetax@thorntonco.gov](mailto:salesusetax@thorntonco.gov)

FOR ADDITIONAL INFORMATION PLEASE GO TO [www.thorntonco.gov](http://www.thorntonco.gov),  
OR CONTACT THE CITY AT 303-538-7400 (PHONE) OR 303-538-7584 (FAX)

### COMPUTATION OF TAX

PERIOD COVERED	DUE DATE	ACCOUNT #
June 2024	July 22, 2024	28502
1 GROSS SALES (TOTAL RECEIPTS FROM CITY ACTIVITY MUST BE REPORTED & ACCOUNTED FOR IN EVERY RETURN INCL. ALL SALES, RENTALS AND LEASES AND ALL SERVICES, BOTH TAXABLE & NON-TAXABLE)		
2A ADD: BAD DEBTS COLLECTED		
2B TOTAL LINES 1 & 2A		
D E D U C T I O N S	3 A NON-TAXABLE SERVICE (INCLUDED IN ITEM 1 ABOVE)	
	B SALES TO OTHER LICENSED DEALERS FOR PURPOSES OF TAXABLE RESALE	
	C SALES SHIPPED OUT OF CITY/STATE (INCLUDED IN ITEM 1 ABOVE)	
	D BAD DEBTS CHARGED OFF (ON WHICH CITY SALES TAX HAS BEEN PAID)	
	E TRADE-INS FOR TAXABLE RESALE	
	F SALES OF GASOLINE	
	G SALES TO GOVERNMENTAL, RELIGIOUS AND CHARITABLE ORGANIZATIONS	
	H RETURNED GOODS	
	I PRESCRIPTION DRUGS/ PROSTHETIC DEVICES	
	J FOOD STAMPS	
	K OTHER	
3 TOTAL DEDUCTIONS (TOTAL OF LINES 3 A THRU K)		
4 TOTAL CITY NET TAXABLE SALES & SERVICES (LINE 2B MINUS TOTAL LINE 3)		

5	AMOUNT OF CITY SALES TAX : 3.75% OF LINE 4			
6	ADD: EXCESS TAX COLLECTED			
7	ADJUSTED CITY TAX (ADD LINES 5 AND 6)			
8	DEDUCT VENDORS FEE IF PAID BY DUE DATE ( 3.0% OF LINE 7 UP TO MAXIMUM OF \$25 )			
9	TOTAL SALES TAX (LINE 7 MINUS LINE 8)			
10	NET TAXABLE USE TAX (FROM SCHEDULE B) _____ x 3.75%			
11	TOTAL TAX DUE (ADD LINES 9 AND 10)			
12	LATE FILING: IF RETURN IS FILED AFTER DUE DATE THEN ADD:	PENALTY: GREATER OF 10% OR \$15 INTEREST PER MONTH: 0.917%	ENTER TOTAL	
13	TOTAL DUE AND PAYABLE (ADD LINES 11 AND 12)			

MAKE CHECK OR MONEY ORDER PAYABLE TO:  
CITY OF THORNTON

**SEE FILING INSTRUCTIONS ABOVE.**

**IF YOUR BUSINESS HAS MOVED, CHANGED OWNERSHIP, OR CEASED OPERATIONS, PLEASE COMPLETE THE APPROPRIATE BOXES BELOW.**

### SCHEDULE B - CITY USE TAX

The Thornton Municipal Code imposes a tax upon the privilege of using, storing, distributing or otherwise consuming in the City tangible property or taxable services purchased, rented or leased.

DATE OF PURCHASE	NAME OF VENDOR AND ADDRESS	TYPE OF COMMODITY PURCHASED	PURCHASE PRICE
(A) LIST OF PURCHASES (IF ADDITIONAL SPACE NEEDED - ATTACH SCHEDULE IN SAME FORMAT)			
			\$
(B) TOTAL PURCHASE PRICE OF PROPERTY SUBJECT TO CITY USE TAX - ENTER TOTAL LINE (B) ON LINE 10 ON TOP OF RETURN			\$

NEW BUSINESS DATE MO. DAY YEAR _____ DISCONTINUED DATE MO. DAY YEAR _____	1. If ownership has changed, give date of change and new owner's name. 2. If business has been permanently discontinued, give date discontinued. 3. If business location has changed, give new address. 4. Records are kept at what address? _____ 5. If business is temporarily closed, give dates to be closed. 6. If business is seasonal, give months of operation.	SHOW BELOW ANY CHANGE OF OWNERSHIP, NAME AND/OR ADDRESS, ETC _____ _____ _____ <input type="checkbox"/> BUS. ADDRESS <input type="checkbox"/> MAILING ADDRESS	I, hereby certify, under penalty of perjury, that the statements made herein are to the best of my knowledge true and correct. BY: _____ COMPANY: _____ PHONE: _____ TITLE _____ DATE: _____
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