



## COMMERCIAL APPLICATION PACKET

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

Sales Tax Division  
303-538-7400  
FAX 303-538-7584  
[www.thorntonco.gov](http://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](http://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](mailto: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](http://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

PLEASE TYPE OR PRINT NEATLY

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 _____			

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	
<b>REASON FOR FILING APPLICATION:</b> <input type="checkbox"/> Original Application/New Ownership <input type="checkbox"/> Change in Ownership Structure – Describe: _____ <input type="checkbox"/> Other _____			
<b>TYPE OF OWNERSHIP:</b> (check <u>only</u> 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 <u>only</u> one) <input type="checkbox"/> Same as business location address <input type="checkbox"/> Same as mailing address <input type="checkbox"/> Other (Specify) _____			
<b>TYPE OF BUSINESS:</b> <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retail – Sales <input type="checkbox"/> Consumer – Use <input type="checkbox"/> Single Event – Period Covered <input type="checkbox"/> Multiple Event (MO/DAY/YR) _____		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
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Federal Employer Identification No. (FEIN) or SS#	Colorado State License No.	Drivers License No. (Sole Proprietors Only)
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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](http://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.

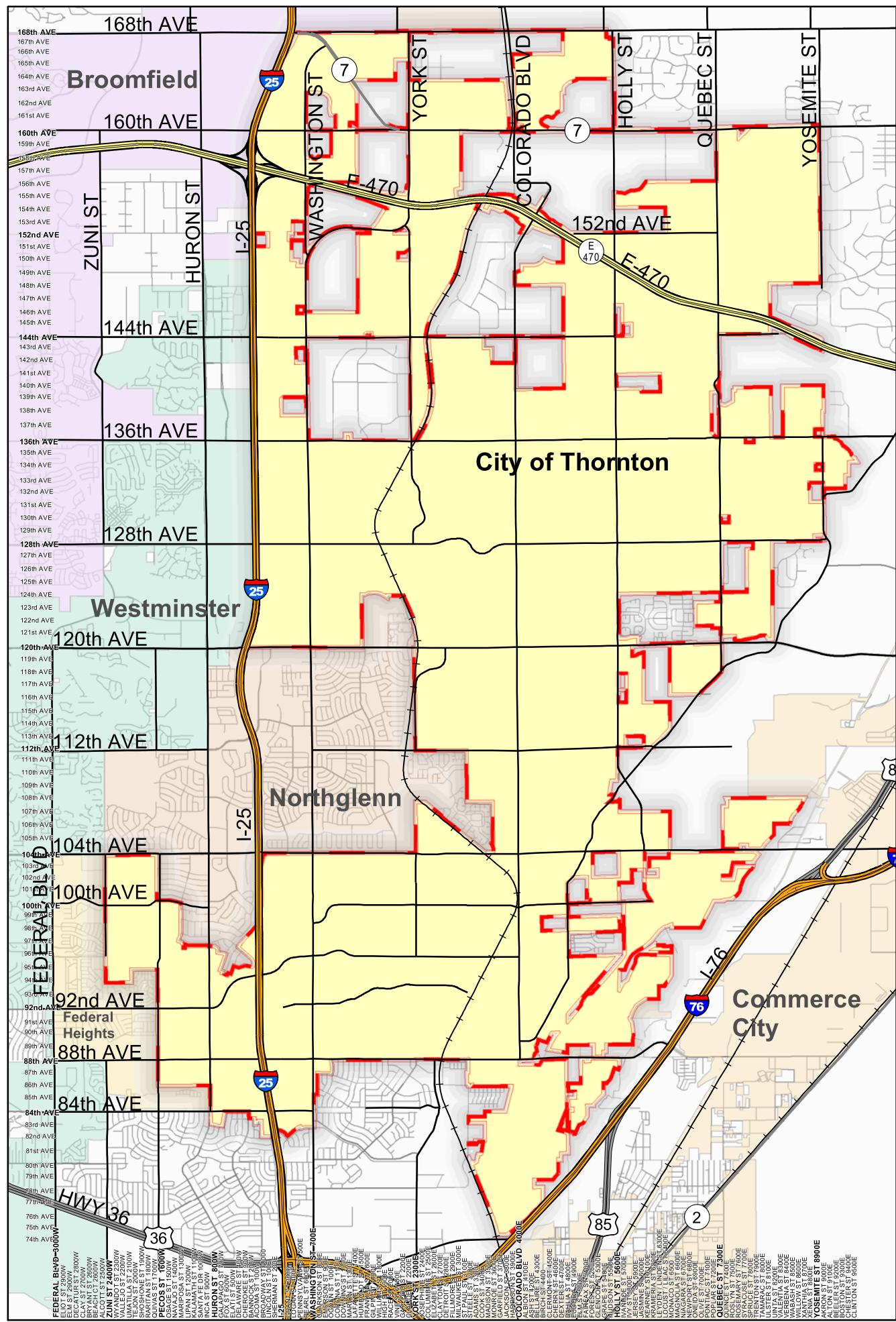
Total Cost \$ \_\_\_\_\_  
TAX DUE 3.75% of Total Cost \$ \_\_\_\_\_

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: \_\_\_\_\_



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

**GIS DATA DISCLAIMER**

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