



# DPO CENTER SALES TAX RETURN ONLY

## DPO CENTER SALES/USE TAX RETURN FILING INSTRUCTIONS

Use this return for sales made inside your store at Denver Premium Outlets. (Online and delivery sales made to Thornton customers must be reported on your other Thornton account and the full 3.75% City tax is due to Thornton on these sales.)

FILE RETURNS ONLINE AT [www.salestaxonline.com](http://www.salestaxonline.com) (MUST SELECT DPO IN DROPDOWN BOX).

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

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

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 #				
1 <b>GROSS SALES</b> (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)			5 AMOUNT OF CITY SALES TAX: <b>2.35%</b> OF LINE 4			
2A <b>ADD: BAD DEBTS COLLECTED</b>			6 <b>ADD: EXCESS TAX COLLECTED</b>			
2B <b>TOTAL LINES 1 &amp; 2A</b>			7 <b>ADJUSTED CITY TAX (ADD LINES 5 AND 6)</b>			
3 A NON-TAXABLE (INCLUDED IN SERVICE (INCLUDED IN ITEM 1 ABOVE))			8 <b>DEDUCT VENDORS FEE IF PAID BY DUE DATE</b> (3.0% OF LINE 7 UP TO MAXIMUM OF \$25)			
DEDUCTIONS	B SALES TO OTHER LICENSED DEALERS FOR PURPOSES OF TAXABLE RESALE		9 <b>TOTAL SALES TAX (LINE 7 MINUS LINE 8)</b>			
	C SALES SHIPPED (INCLUDED IN OUT OF CITY/STATE ITEM 1 ABOVE)		10 <b>NET TAXABLE USE TAX (FROM SCHEDULE B)</b> _____ x 3.75%			
	D BAD DEBTS (ON WHICH CITY SALES TAX HAS BEEN PAID)		11 <b>TOTAL TAX DUE (ADD LINES 9 AND 10)</b>			
	E TRADE-INS FOR TAXABLE RESALE		12 <table border="1" style="font-size: small;"> <tr> <td>LATE FILING: IF RETURN IS FILED AFTER DUE DATE THEN ADD:</td> <td>PENALTY: GREATER OF 10% OR \$15 INTEREST PER MONTH: 0.917%</td> <td>ENTER TOTAL</td> </tr> </table>	LATE FILING: IF RETURN IS FILED AFTER DUE DATE THEN ADD:	PENALTY: GREATER OF 10% OR \$15 INTEREST PER MONTH: 0.917%	ENTER TOTAL
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	F SALES OF GASOLINE					
	G SALES TO GOVERNMENTAL, RELIGIOUS AND CHARITABLE ORGANIZATIONS		13 <b>TOTAL DUE AND PAYABLE (ADD LINES 11 AND 12)</b>			
	H RETURNED GOODS		MAKE CHECK OR MONEY ORDER PAYABLE TO: CITY OF THORNTON			
	I PRESCRIPTION DRUGS/ PROSTHETIC DEVICES		<b>SEE FILING INSTRUCTIONS ABOVE.</b>			
	J FOOD STAMPS					
K OTHER						
3 <b>TOTAL DEDUCTIONS (TOTAL OF LINES 3 A THRU K)</b>						
4 <b>TOTAL CITY NET TAXABLE SALES &amp; SERVICES (LINE 2B MINUS TOTAL LINE 3)</b>			<b>IF YOUR BUSINESS HAS MOVED, CHANGED OWNERSHIP, OR CEASED OPERATIONS, PLEASE COMPLETE THE APPROPRIATE BOXES BELOW.</b>			

### 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			\$

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