

FEE SCHEDULE

- **Trade name registration:** Trade name registrations must be done with the Colorado Secretary of State.
- **Unemployment insurance:** Colorado unemployment insurance tax is administered by the Colorado Department of Labor and Employment.

- **Wholesale and retail license**

If first day of sales is:

January to June even-numbered years 2010, 2012, 2014	\$16.00
July to December even-numbered years 2010, 2012, 2014	\$12.00
January to June odd-numbered years 2011, 2013, 2015	\$8.00
July to December odd-numbered years 2011, 2013, 2015	\$4.00

- **Charitable license** \$8.00
- **A deposit** is required on a retail sales tax license only. \$50.00

The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.

Fee Notes

- The \$50 deposit will be refunded automatically after a business has collected and paid \$50 in state sales taxes. DO NOT deduct the deposit on your sales tax return. The deposit is only required on a business first location.
- There is no charge for a multiple or single event license IF a business has a current wholesale or retail sales tax license.
- For single and multiple event licenses complete the DR 0589 "Sales Tax Special Event Application."
- All licenses except the single event license are valid through December 31 of each odd-numbered year.

If you have questions call the Department of Revenue, (303) 238-SERV(7378).

INSTRUCTIONS: This form consists of two copies; please complete the form.

If you've downloaded this form from the Internet, please complete the form and make a photocopy of it. Mail the original form to:

**Colorado Department of Revenue
Denver CO 80261-0013**

and retain one copy of the completed form for your records.

For walk-in service, please bring two copies of the completed form to:

DENVER SERVICE CENTER
1375 Sherman St.
Denver CO 80261

COLORADO SPRINGS SERVICE CENTER
4420 Austin Bluffs Pkwy.
Colorado Springs CO 80918

FORT COLLINS REGIONAL SERVICE CENTER
1121 W. Prospect Rd., Bldg. D
Fort Collins, CO 80526

GRAND JUNCTION SERVICE CENTER
222 S. Sixth St., Room 208
Grand Junction CO 81501

PUEBLO SERVICE CENTER
827 W. 4th St., Suite A
Pueblo CO 81003

Taxpayer ID Requirements:

All walk-in and mail-in business and individual applicants for a Sales/use Tax or Wage Withholding with the Colorado Department of Revenue must provide valid proof of identification at the time of application. Valid proof includes a legible copy of a Colorado Driver's License, Colorado Identification Card, United States Passport, Resident Alien Card (Indicating eligibility for employment), United States Naturalization papers, and/or Military Identification Card. If the applicant is from another state, a valid driver's license or other picture ID from that state is required.

B 5. List Specific Products and/or Services you Provide and EXPLAIN IN DETAIL (Continued from page 1)



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