



## Special Event Sales Tax Return

City of Littleton  
2255 West Berry Ave.  
Littleton, Colorado 80120

Special Event License #: SE- \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip Code

Event Name and Location: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Taxes are due the 20th of the month following the event.

<b>Amount of Taxable Sales in City of Littleton:</b>	
<b>City of Littleton Tax Rate:</b>	<b>x 3.75%</b>
<b>Tax Due to City of Littleton:</b>	
<b>Vendor Fee Credit:</b> (2.5% of Tax Due to City of Littleton)	
<b>Total Tax Due to City of Littleton:</b>	

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

Print Name/Title Phone Number

Signature Date

### **EXAMPLE:**

Taxable Sales		\$1,000.00 (This should be the total sales less tax collected - no deductions for show expenses)
Tax rate	3.75%	\$37.50 (tax computed at 3.75% (.0375) of taxable sales )
Vendors Fee	2.50%	\$0.94 (the Vendors fee is 2.5% (.025) of the tax for timely filed returns)
Tax Due		<u>\$36.56</u> (This is the net due after subtracting the vendors fee from the tax computed)

### **General Information**

- ✓ If no taxes are due Indicate "No Sales" or "Zero Amount Due" on the return.
- ✓ Do not include taxes collected on behalf of the State of Colorado.
- ✓ Vendor fee credit can only be taken on returns filed on time.
- ✓ Mail form and payment to:

City of Littleton  
2255 West Berry Ave.  
Littleton CO, 80120

- ✓ Questions? Please call 303-795-3768.