

## INSTRUCTIONS FOR COMPLETING THE FILLABLE SALES TAX RETURN FORM

Line 1 List gross sales and services made in town during your reporting period, both taxable and non-taxable.

Line 2 Report any Vendor In – House Consumption (goods you sold employees or kept for yourself that would have been sold to consumers)

Line 3 Report any bad debts collected in this period which were deducted in any previous reporting period.

Line 4 This will autofill based on the entries above.

Any deductions you may have during this reporting period can be deducted on Lines a-h, and the total of these deductions will be entered on Line 5 - TOTAL DEDUCTIONS.

Line 6 TOTAL DEDUCTIONS will deduct from Line 4 automatically - the difference is your net taxable sales for the period.

Line 7 Will multiply the amount on Line 4 by the 5% - the result is your Mt. Crested Butte sales tax due.

Line 8 Include any excess tax collected in error.

Line 9 Any amount on Line 8 will add automatically to Line 7 and the result will be entered on Line 9 as “adjusted town tax”.

Line 10 Deduct 3.33% of Line 9 if paid by the due date. **This will not autofill as the form isn't date driven to determine that you have filed by the due date.** The tax imposed under this ordinance shall be due and payable at the end of each month and shall be due no later than twenty (20) days after the beginning of the following month. ex: January tax is due February 20.

Line 11 Line 10 will subtract from Line 9 automatically.

Line 12 If your return will be postmarked or received after the 20<sup>th</sup> of the month following the end of your reporting period, a penalty of \$15.00 or 10% of taxes owed, whichever is the greater, should be included in your return. If the 20<sup>th</sup> falls on a weekend or holiday the postmark will be the first day after.

Line 13 Interest – this will not fill automatically due to the form not being date driven. If your return is more than 30 days late you will need to calculate the penalty of 14% per annum (.0386 x # of days late) and enter the amount here.

Line 14 This is the total amount due the Town after all adjustments and penalties and interest (if applicable). Checks are to be made payable to the **Town of Mt. Crested Butte**.

**Town of Mt. Crested Butte**  
**Sales Tax Return**

**Tax  
Period:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_

- 1. Gross Sales and Services
- 2. Vendor In-House Consumption
- 3. Add: Bad Debts Collected
- 4. Total Lines 1, 2 and 3

**Deductions:**

- a. Non-taxable service sales \_\_\_\_\_
- b. Sales to other licensed dealers for purpose of taxable resale \_\_\_\_\_
- c. Sales shipped/delivered out of town \_\_\_\_\_
- d. Sales to government, religious, and charitable organizations \_\_\_\_\_
- e. Sales of gasoline and cigarettes \_\_\_\_\_
- f. Bad debts charged off (on which Town tax has been paid) \_\_\_\_\_
- g. Returned goods (on which Town tax has been paid) \_\_\_\_\_
- h. Other deductions (list): \_\_\_\_\_

- 5. Total Deductions (add lines a - h)
- 6. Total Town Net Taxable Sales and Services (line 4 minus line 5)
- 7. Amount of Town Sales Tax (5% of line 6)
- 8. Add excess tax collected
- 9. Adjusted Town Tax (add lines 7 and 8)
- 10. Deduct 3.33% of line 9 (Vendor Fee if paid on time)
- 11. Total Sales Tax (line 9 minus line 10)
- 12. Penalty (for late filing)
  - a. The greater of (10% of line 11) or \$15.00 PLUS
  - b. 1/2% of tax due (line 11) per month late
- 13. Interest (for late filing) 14% per annum (.0386 x # of days late)
- 14. Total Amount Due (add lines 11, 12a, 12b and 13)

+ \_\_\_\_\_ =

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

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Check #** \_\_\_\_\_

**Period Covered:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Remit To:** Town of Mt. Crested Butte

The tax imposed under this ordinance shall be due and payable at the end of each month and shall be due no later than twenty (20) days after the beginning of the following month. (Ex. January tax is due February 20.) Please call or email Emily with any questions, (970)349-6632 or ewallick@mtcrestedbuttecolorado.us. Keep a copy for your records. There will be a \$15.00 charge for returned checks.

Attn: Sales Tax Department  
PO Box 5800  
Mt. Crested Butte, CO 81225  
Phone: (970) 349-6632