



The City of Lafayette would like to thank you for choosing to participate in this event. We want to make your stay with us as easy as possible, by stream-lining the collection of the city sales tax.

A total 8.25% tax should be collected from your customers. Of that, 3.50% needs to be remitted directly to the City of Lafayette. The remaining 4.75% goes to the State of Colorado, according to their instructions.

Attached you will find a One-Time Event City Sales Tax License and Return. Following are the steps in submitting the sales tax to the City.

1. Turn in a completed license and a \$25.00 check deposit, made payable to The City of Lafayette, when you register.
2. Sell your product at the event.
3. Complete the return and bring it into or mail it to the City. This return is to be received on or before 20 days following the event.

If the return shows that your tax due is less than the \$25.00 deposit, the City will issue a refund for the difference on Friday of the following week.

If the return shows that you owe more than the \$25.00 deposit, then the difference needs to be remitted with your completed return.

If you have any tax questions, please feel free to contact Kathy at 303/665-5588 x3315. Remember to compile and keep all records because the City reserves the right to audit any vendor up to 36 months after a tax return is filed.



One Time Event, City Sales Tax License  
**\$25.00 refundable deposit required**

Owner's Name \_\_\_\_\_ Event Date \_\_\_\_\_

Business Name \_\_\_\_\_ Event Name \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Phone \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Make Checks Payable to: City of Lafayette

City of Lafayette  
1290 S. Public Road  
Lafayette, CO 80026  
303/665-5588 x3315



Owner's Name \_\_\_\_\_ Event Date \_\_\_\_\_

Business Name \_\_\_\_\_ Event Name \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Gross Receipts \_\_\_\_\_

\_\_\_\_\_ x3.5% (.035)

Tax Due \_\_\_\_\_

Less Deposit \_\_\_\_\_ -25.00

Tax Due or Refund Due

**Mail to:**

City of Lafayette  
1290 S. Public Road  
Lafayette, CO 80026

303/665-5588 x3315