



City of Woodland Park
Finance Department
PO Box 9045
220 West South Ave.
Woodland Park, CO 80866

1 TO 4 DAY EVENT LICENSE

Attached, Please find the following:

1. Licensing Instructions
2. 1 to 4 Day Event Application
3. Sales Tax Remittal Form

In order to conduct business within the City limits, you must be licensed. There is no fee for licensing if you are conducting business for only 1 or 2 sales (events) within the City limits. However, you must register with us using the attached application and collect City of Woodland Park Sales Tax of **3%**. The Sales/Use tax application must be submitted **at least a week prior** to the event, with the collected sales tax remitted to the City by **the 20th of the following month** after the event.

If your business activity extends beyond 2 events in a calendar year, you must obtain a permanent business/sales tax license through MUNIrev (woodlandpark.munirevs.com). The cost of the license is \$35.00 annually. Please call for prorated/penalty fee information.

Sales Tax Return Form Instructions:

- Calculate sales tax to the cent, disregard zeros in the cents box.
- Enter the business name and address in upper left box along with the dates of the event
- Sign and date the bottom left box prior to submitting

If you have any questions regarding these forms or filing sales tax, please call or email for further assistance.

Thank you,

Avery Stein
Sales Tax Accountant
astein@woodlandpark.gov
719.687.5214



City of Woodland Park
Finance Department
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Woodland Park, CO 80866

1 to 4 Day Event License Application

Please answer ALL questions completely:

Date: _____

Business Name: _____ Phone: _____

DBA, of applicable: _____ Email: _____

Business Address: _____

Mailing Address, if different: _____

Description of Business:

Date(s) and Name of Event in Woodland Park:

Type of Business Ownership: () Individual () Partnership () Corporation

Federal Tax ID# or Social Security #: _____

Name and Title of Person Responsible for completing Tax Return:

I declare, under penalty of perjury, that this application has been examined by me and that all statements made herein are in good faith and to the best of my knowledge and belief are true, correct and complete.

Signature of Owner/Principal: _____

Title: _____

Printed Name: _____

PERIOD COVERED DUE DATE	ACCOUNT NUMBER	
BUSINESS NAME & ADDRESS		
1. GROSS SALES AND SERVICES TOTAL RECEIPTS FROM CITY ACTVY MUST BE REPRTD & ACCTD FOR IN EVERY RTN. INC ALL SALES, RENTALS, & LEASES & ALL SERVICES BOTH TXBL & NON-TXBL		
2A. ADD: BAD DEBTS COLLECTED		
2B. TOTAL LINES 1 & 2A		
D E D U C T I O N S	3. A. NON-TAXABLE SERVICE SALES (INCLUDED IN ITEM 1 ABOVE)	
	B. SALES TO OTHER LICENSED DEALERS FOR PURPOSES OF TAXABLE RESALE	
	C. SALES SHIPPED OUT OF CITY &/OR STATE (INCLUDED IN ITEM 1 ABOVE)	
	D. BAD DEBTS CHARGED OFF (ON WHICH CITY SALES TAX HAS BEEN PAID)	
	E. TRADE-INS FOR TAXABLE RESALE	
	F. SALES OF GASOLINE AND CIGARETTES	
	G. SALES TO GOVERNMENTAL, RELIGIOUS, AND CHARITABLE ORGANIZATIONS	
	H. RETURNED GOODS	
	I. PRESCRIPTION DRUGS / PROSTHETIC DEVICES	
	J. OTHER DEDUCTIONS (LIST)	
	K.	
	L.	
3. TOTAL DEDUCTIONS (TOTAL OF LINES A THRU J)		
4. TOTAL CITY NET TAXABLE SALES & SERVICE		(LINE 2B MINUS TOTAL LINES)

CITY OF WOODLAND PARK SALES/USE TAX RETURN Finance Department • 220 W. South Ave • P.O. Box 9045 • Woodland Park, CO 80866 • (719) 687.5214 •	
5. AMOUNT OF CITY SALES TAX 3% OF LINE 4	
5a. CITY LODGING TAX. AMT SUBJECT TO TAX: _____ x 5.7%	
6. EXCESS TAX COLLECTED:	
7. TOTAL SALES & LODGING TAX DUE: (ADD LINES 5, 5a, & 6)	
8. CITY USE TAX FROM SCHED B AMT SUBJECT TO TAX: _____ x 1%	
9. TOTA TAX DUE (ADD LINES 7 & 8)	
10. LATE FILING IF RETURN IS FILED AFTER DUE DATE THEN	PENALTY: 10% INTEREST PER MONTH: 0.75%
11. TOTAL TAX PENALTY AND INTEREST DUE (ADD LINES 9 & 10)	
12. ADJUSTMENT PRIOR PERIODS ATTACH COPY OF OVER OR UNDER PAYMENT NOTICE	A - ADD B - DEDUCT
13. TOTAL DUE AND PAYABLE TO "CITY OF WOODLAND PARK"	

CITY USE ONLY	
BATCH # _____	
CHECK # _____	
AMT. _____	

PLEASE COMPLETE THIS FORM BELOW

SCHEDULE - B - CITY USE TAX			
The Woodland Park Municipal Code imposes a tax upon the privilege of using, storing, distributing, or otherwise consuming building and construction material in the City. If additional space is needed, attach schedule in same format.			
DATE OF PURCHASE	NAME OF VENDOR ADDRESS	TYPE OF COMMODITY PURCHASED	PURCHASE PRICE
A. LIST OF PURCHASES			
			\$
B. TOTAL PURCHASE PRICE OF PROPERTY SUBJECT TO CITY USE TAX ENTER TOTAL LINE 8 ON TOP OF RETURN			\$

SCHEDULE - C - CONSOLIDATED ACCOUNTS REPORT			
This schedule is required in all cases in which the taxpayer makes a consolidated return which includes sales made at more than one location. It must be completely filled out and convey all information required in accordance with the column headings. If additional space is needed, attach schedule in same format.			
ACCOUNT NUMBER	BUSI. ADDRESSES OF CONSOLIDATED ACCTS	PERIODS TOT GROSS SALES (AGGREGATE TO LINE 1 TOP OF RETURN)	PERIODS NET TAXABLE SALES (AGGREGATE TO LINE 4 TOP OF RETURN)
		\$	\$
ENTER TOTALS HERE & ON TOP OF RETURN		\$	\$

NEW BUSINESS DATE mm/dd/yyyy	1. If ownership has changed, give date of change and new owner's name 2. If business has been permanently discontinued, give date discontinued 3. If business location has changed, give new address 4. Records are kept at what address?
DISCONTINUED DATE mm/dd/yyyy	5. If business is temporarily closed, give dates to be closed 6. If business is seasonal, give month of operation 7. If the return includes sales for more than one location, refer to and complete schedule C.

SHOW BELOW CHANGE OF OWNERSHIP AND/OR ADDRESS ETC.

<input type="checkbox"/> BUS ADDRESS <input type="checkbox"/> MAILING ADDRESS

I HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT THE STATEMENTS MADE HEREIN ARE TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.	
BY _____	
COMPANY _____	
PHONE _____	
TITLE _____	DATE _____