



**PARKER**  
C O L O R A D O

# Town of Parker Sales Tax Administration

**Address:**  
PO Box 5602  
Denver, CO 80217-5602

**Website:** [www.parkeronline.org/salestax](http://www.parkeronline.org/salestax)  
**Email:** [salestax@parkeronline.org](mailto:salestax@parkeronline.org)  
**Phone:** 303.805.3228

## MULTIPLE-VENDOR EVENT COORDINATOR INFORMATION

Thank you for holding this event within our town limits. As the event promoter/coordinator, herein referred to as the Organizer, the Sales Tax Division would like to inform you of your responsibilities involved with this event.

**LICENSE REQUIRED:** As the Organizer of this event, you are required to license with the Town of Parker for and on the behalf of all vendors who attend your event. The town must receive the license application at least three (30) days prior to the event. This license must be displayed at the event. The license is renewable biennially on even numbered years. If you choose to not renew your license, you must notify the Sales Tax Division in writing.

**VENDOR LIST:** The Organizer will submit a list of all participating vendors to the Sales Tax Division no later than two (14) business days prior to the event. All vendors should be included on this list. If there are changes to the vendor list, the changes must be reported to the Sales Tax Division no later than 48 hours before the event begins. **Please note, the Town reviews the vendor list for compliance. If a vendor has a history of non-compliance with the Town they may not be allowed to participate. In the event the non-compliant vendor attends the event, their items may be susceptible to distraint by the Town.**

**INFORMATION FROM THE INDIVIDUAL VENDORS:** Before the event occurs, please distribute to each vendor the Individual Vendor Information letter, which explains to them the Town's sales tax requirements. Please also distribute to each vendor a Town of Parker Vendor Sales Tax Worksheet. Individual vendors will use this worksheet to report their sales tax to you and must return the sheet to you at the end of the event along with their tax remittance, check payable to the Organizer.

**SALES TAX REMITTANCE:** All Town sales tax collected and due per a multiple-vendor event must be remitted and reported on a Parker Sales Tax Return within **(15) days** after the close of the event. This return may be filed over the Internet at [XpressBillPay.com](http://XpressBillPay.com), or by mail. Only the Organizer will be permitted to take the 3.33% vendor fee deduction when the taxes due are paid on time.

Organizers submitting tax return forms must also return all individual Vendors Sales Tax Worksheets. When an organizer holds more than one multiple-vendor event per year, a separate Multiple-Vendor Event Vendor List and a separate sales tax return is required for each event. A receipt can be provided to a vendor upon request for proof of payment made to the organizer/promoter.

**SALES TAX RATE:** The tax rate for the Town of Parker is 8%, composed of the following:

- 3.0% Town of Parker (remitted to Town)**
- 4.0% State of Colorado/RTD/SCFD (remitted to State)**
- 1.0% Douglas County (remitted to State)**
- 8.0% Total Sales Tax Collected**

\* Each vendor must have a State of Colorado sales tax license and must report the State and County sales tax directly to the State.

**PROBLEMS:** If problems arise with the collection of taxes from an individual vendor, please call the Sales Tax Division, Monday - Friday, 8:00 a.m. through 5:00 p.m. at **303.805.3228**. If questions arise as to the taxability of items, taxes must be collected. The Town will review and issue any refunds if needed.

**QUESTIONS:** Please contact the Sales Tax Division at [salestax@parkeronline.org](mailto:salestax@parkeronline.org) or at **303.805.3228** with any questions. Visit our website at [www.parkeronline.org/salestax](http://www.parkeronline.org/salestax) for useful information.



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## Multiple-Vendor Event Individual Vendor Information

Thank you for participating in this event. This notice is intended to inform individual vendors of the sales tax collection requirements for the Town of Parker. Please refer to the State for information concerning remittance of State collected sales taxes.

The Organizer of each multiple-vendor event in Parker is required to license with the Town and is the collection point for all vendor remittance of Parker sales tax. On the final day of the event, vendors report sales and tax information to the Organizer on the Vendor Sales Tax Worksheet. Vendors will then make payment for Parker sales tax due directly to the Organizer. The Organizer will submit to the Town both the Vendor Sales Tax Worksheet and payment in full for all Parker sales taxes collected and due as a result of event sales. The vendor can request a receipt from the promoter to substantiate payment made.

The total sales tax rate in Parker is 8.0 percent, broken down as follows:

|                              |             |   |
|------------------------------|-------------|---|
| <b>Town of Parker</b>        | <b>3.0%</b> | <b>(remitted to the Town of Parker by the promoter)</b> |
| <b>State of Colorado/RTD</b> | <b>4.0%</b> | <b>(remitted to the State)</b>                          |
| <b>Douglas County</b>        | <b>1.0%</b> | <b>(remitted to the State)</b>                          |
| <b>Total</b>                 | <b>8.0%</b> |   |

**Report the 3 percent sales tax on the Town of Parker Vendor Sales Tax Worksheet and give this worksheet and the tax due to the Organizer after the event.**

**Please note that if, due to outstanding Parker sales taxes owed, an individual vendor is not in compliance with the Town, the Parker Finance Department may not allow that vendor to participate in the event. If a non-compliant vendor attends the event, their items will be susceptible to distraint by the Town.**

Please contact the Sales Tax Division at [salestax@parkeronline.org](mailto:salestax@parkeronline.org) or at 303.805.3228 for questions regarding Town of Parker sales taxes.

The State of Colorado contacts for sales tax are 303.238.7378 or [www.taxcolorado.com](http://www.taxcolorado.com).

Thank you and best wishes for your success!



# TOWN OF PARKER VENDOR SALES TAX WORKSHEET

**\* MUST BE GIVEN TO EVENT COORDINATOR AT END OF EVENT \***

**Event Name:** \_\_\_\_\_

**Event Address:** \_\_\_\_\_

\_\_\_\_\_

**Table Number:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Vendor Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Vendor Phone Number:** \_\_\_\_\_

**State Tax License Number:** \_\_\_\_\_

**Gross Sales:** \_\_\_\_\_

**Deductions (if any):**

|                               |
|-------------------------------|
| <b>DEDUCTION DESCRIPTION:</b> |
|-------------------------------|

**Taxable Sales:** \_\_\_\_\_

**Tax at 3.0%:** \_\_\_\_\_

(Make check payable to the Promoter of this event. Give this amount to the Promoter, all other taxes collected must be remitted to the State of Colorado. A receipt will be provided upon request for cash payments.)

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date





# TOWN OF PARKER VENDOR RECEIPT FOR SALES TAX PAID

**\* TO BE PROVIDED TO A VENDOR UPON REQUEST  
FOR SALES TAX PAID DIRECTLY TO EVENT PROMOTER**

**Event Name:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Description of Payment:**           **\*if event is for multiple days list day(s) payment covers\***            
\_\_\_\_\_  
\_\_\_\_\_

**Payment Amount:** \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Organizer or Authorized Representative

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

\_\_\_\_\_  
Date