

# Town of Parker Sales Tax and Licensing Information



This document is designed to provide information about the Town of Parker's sales tax and licensing procedures. The tax laws in Parker may be different than those of the State of Colorado or other taxing jurisdictions. For a full understanding of Parker's requirements please consult the Town's Municipal Code.

## Combined Sales Tax Rate

### Remitted to the State:

State:	2.9%
RTD/SCFD:	1.1%
Douglas County:	1.0%

### Remitted to the Town:

Parker Sales Tax:	3.0%
<b>Total Sales Tax Rate:</b>	<b>8.0%</b>

Parker Lodging Tax:	3.0%
<b>Total Lodging Tax Rate:</b>	<b>11.0%</b>

*Note: Town of Parker tax is paid directly to the Town. State, County, RTD and SCFD tax is paid directly to the State.*

## Helpful Contact Information

### Town of Parker

303.841.0353

[www.parkeronline.org](http://www.parkeronline.org)

Sales Tax/Business License	303.805.3228
	<a href="mailto:salestax@parkeronline.org">salestax@parkeronline.org</a>
	<a href="http://www.parkeronline.org/salestax">www.parkeronline.org/salestax</a>

Building Permits	303.841.1970
	<a href="mailto:building@parkeronline.org">building@parkeronline.org</a>

Planning/Signs	303.841.2332
	<a href="mailto:planning@parkeronline.org">planning@parkeronline.org</a>

Liquor/Peddlers/ Massage Parlor Licenses	303.841.0353
	<a href="mailto:clerk@parkeronline.org">clerk@parkeronline.org</a>

Economic Development	303.805.3169
	<a href="mailto:wfeazell@parkeronline.org">wfeazell@parkeronline.org</a>

### Other

Tri-County Health Department	303.220.9200
	<a href="http://www.tchd.org">www.tchd.org</a>

Colorado Department of Revenue	303.238.7378
	<a href="http://www.taxcolorado.com">www.taxcolorado.com</a>

Secretary of State	303.894.2200
	<a href="http://www.sos.state.co.us">www.sos.state.co.us</a>

Parker Chamber of Commerce	303.841.4268
	<a href="http://www.parkerchamber.com">www.parkerchamber.com</a>

## Filing Tax Returns

### Drop Off:

Town of Parker  
20120 E. Mainstreet  
Parker, CO 80138  
Phone: 303.805.3228  
Fax: 303.805.3219  
[salestax@parkeronline.org](mailto:salestax@parkeronline.org)

### File Online:

[www.parkeronline.org/  
fileandpay](http://www.parkeronline.org/fileandpay)

### Mail to:

Sales Tax Administration  
P.O. Box 5602  
Denver, CO 80217-5602

### Contact:

[salestax@parkeronline.org](mailto:salestax@parkeronline.org)  
Phone: 303.805.3228  
Fax: 303.805.3219

### Office Hours:

M-F; 8 a.m. to 5 p.m.



## Licensing

Every person who is engaged in business within the Town must license with the Town. Engaged in business means performing or providing services or selling, leasing, renting, delivering, installing or any activity in connection with the selling, leasing, renting, delivering or installing in the Town of tangible personal property by a retail sale. A separate license is required for each location and you must obtain your license prior to opening.

The Town's license is a combined business and sales tax license. Upon licensing, if the Sales Tax Division determines your business is not selling any service or tangible personal property subject to the Town's sales tax, then you will not be required to file tax returns.

New licenses are issued at a cost of \$20 for a two-year license. The Town's licenses are valid through Dec. 31 of even years. License fees are not prorated. Town licenses remain valid until your business is discontinued or sold, your license is revoked due to non-compliance or your license expires and you do not renew. Please notify the Town immediately in writing if changes occur with your business.

License applications are available online at [www.parkeronline.org/salestax](http://www.parkeronline.org/salestax), by contacting the Sales Tax Division at 303.805.3228, or by picking up an application at Parker Town Hall, 20120 E. Mainstreet.

## Purchase of a Business

Sales tax is due on the fair market value of furniture, fixtures, supplies and equipment associated with the purchase of a business. Payment of sales tax on the purchase of a business is due within 20 days of purchase. Unpaid taxes from a prior owner also become the responsibility of the new owner. Please contact the Sales Tax Division to ensure all prior taxes due have been paid by the former owner before purchasing the new business.

## Charging Town Sales Tax

Town sales tax must be collected on sales, leases and rentals of items in the Town, including items delivered into the Town. Sales made to another vendor for taxable resale are exempt when properly documented. Certain services such as telephone, linen services, gas and electric are also taxable. For a complete listing of taxable services and tangible personal property, please review the Town's Municipal Code at [www.parkeronline.org](http://www.parkeronline.org). The Sales Tax Division can also provide guidance in determining taxability and may be contacted at 303.805.3228 or [salestax@parkeronline.org](mailto:salestax@parkeronline.org). Labor, excluding fabrication labor, is not taxable if separately stated on invoices.

### Exempt Sales

All exempt sales must be properly documented and records must be kept by the seller for audit purposes. Additionally, all purchases by an exempt organization, regardless of purchase amount, must be made directly from the organization's funds.

### Sales tax is collected at the point of delivery.

The Town requires sales tax to be collected and remitted on all merchandise delivered to purchasers located within Town limits. Town boundaries are difficult to identify and mailing addresses do not always correspond to the correct boundaries. Be careful not to rely on mailing addresses to decide which taxes to collect. An address locator guide is available at [www.parkeronline.org](http://www.parkeronline.org), through the Douglas County Assessor's Web site, [www.douglas.co.us/assessor](http://www.douglas.co.us/assessor), or upon request by contacting the Sales Tax Division at 303.805.3228.

## Enforcement

Notice of Final Determination Assessment and Demand for Payment is sent to all taxpayers who become delinquent. If the taxpayer does not respond, the Town's Finance Director may take enforcement action to collect the tax. These actions may include:

- Issuance of a criminal summons to Municipal Court.
- Issuance of a civil summons to County Court.
- Filing of tax liens against real and tangible personal property.
- Seizure and sale of business property.

If you receive a Notice, it is important to follow the instructions in full. Not responding or allowing a due date to lapse may trigger the enforcement actions listed above. If you have questions regarding receipt of a Notice, please contact the Sales Tax office at 303.805.3228.

## Building Use Tax

Anyone who performs construction work that requires a Parker building permit must pay Town building use tax on the cost of construction material used, stored or consumed. Construction for qualified religious and charitable entities and government-owned projects are not taxable. Construction materials are estimated to be 50% of the project's valuation.

Estimated building use tax is paid at the time the building permit is issued. The Town collects building use tax at a combined rate of 4%, which includes 3% Town use tax and 1% Douglas County use tax. The estimated pre-payment of use tax must be reconciled to actual tax due upon completion of the project.

Municipal sales tax is not charged to the buyer if the building permit is presented to the seller when materials are purchased. State and regional district sales taxes may still be charged.

## Frequently Asked Questions

### When are my taxes due?

Tax returns are due on the 20th of the month following the reporting period. If the 20th falls on a holiday or weekend, the due date is the next business day.

### Should I file a return if I don't owe any taxes?

Yes, if you are required to file a return you must file even if no taxes are due.

### When is my return considered on time?

Returns considered on time are:

- Hand delivered to the Town on or before the due date.
- Postmarked by a third-party mail service (USPS/FedEx/UPS) on or before the due date.
- Metered by a personal meter machine on or before the due date AND received by the Town within 7 calendar days.
- Metered by a personal meter machine and date stamped by a third-party mail service on or before the due date.
- Date stamping by the third-party mail service supersedes the personal meter date.
- If an envelope has no date stamp whatsoever the return will be treated as on time if it is received by the Town within 7 calendar days of the due date.



## Frequently Asked Questions

### What happens if I do not file on time?

For every return not filed by the due date a penalty will be assessed. The Town's penalty is the greater of \$10 or 15% of the amount of tax due. A \$10 penalty will be assessed on late filed returns in which no tax is due. Additionally, interest will be assessed at a rate of 1.5% per month for each month the return is delinquent. The Town's vendor fee is disallowed on all late returns.

### What is the vendor fee?

The vendor fee reimburses taxpayers 3.33%, up to \$200, of the tax they remit if the return is remitted on time. The vendor fee is calculated on Line 9 of the Town's Sales Tax return form, and it reduces the total amount of tax due.

### How do I know how frequently I should file a tax return?

Your tax filing frequency is determined by the amount of tax you expect to remit each month:

- Monthly Filer - \$300.00 or more in tax due each month.
- Quarterly Filer - Less than \$300.00 in tax due each month.
- Annual Filer - May be granted for \$10.00 or less in tax due per month.

### What records should I keep and for how long?

All records supporting your gross sales, deductions from sales, and exempt sales must be retained for a minimum of 36 months.

### How do I determine if a delivery address is in the Town?

An address locator guide is available at [www.parkeronline.org](http://www.parkeronline.org), the Douglas County Assessor's Web site, [www.douglas.co.us/assessor](http://www.douglas.co.us/assessor) or by contacting the Sales Tax hotline at 303.805.3228.