



TAXPAYER NAME AND ADDRESS

TOWN OF PARKER SALES TAX RETURN

MAIL TO: SALES TAX ADMINISTRATION
 PO BOX 5602
 DENVER, CO 80217-5602

EMAIL: SALESTAX@PARKERONLINE.ORG
 PHONE: 303.805.3228
 FAX: 303.805.3219

RETURN MUST BE FILED EVEN IF LINE 16 IS ZERO

THIS RETURN MAY BE FILED AND PAID OVER THE INTERNET AT:
 WWW.PARKERONLINE.ORG/FILEANDPAY

PERIOD COVERED DUE DATE TOWN LICENSE #

SCHEDULE A – COMPUTATION OF TAXABLE SALES & SERVICE

CHECK BOX IF ACCOUNT CHANGES ARE NOTED BELOW

1.	GROSS SALES AND SERVICES: (BEFORE SALES TAX) MUST BE REPORTED INCLUDING ALL SALES, RENTALS, LEASES, AND SERVICES, BOTH TAXABLE AND NON-TAXABLE	\$	5A.	NET SALES TAX (LINE 4 x 3.00%)	\$
2A.	ADDITIONS TO GROSS SALES (SEE INSTRUCTIONS)	\$	5B.	\$ _____ SUBJECT TO LODGING TAX x 3.00%	\$
2B.	ADD LINES 1 & 2A	\$	6.	ADD: EXCESS TAX COLLECTED	\$
3.	A. NON-TAXABLE SERVICES OR LABOR(INCLUDED IN LINE 1)	\$	7.	NET ADJUSTED SALES TAX (ADD LINES 5&6)	\$
	B. SALES TO OTHER LICENSED DEALERS FOR THE PURPOSE OF TAXABLE RESALE	\$	8.	DEDUCT 3.33% OF LINE 7 (ENTER 0 IF RETURN IS FILED LATE) ***MAXIMUM DEDUCTION ALLOWED IS \$200.00***	\$
	C. SALES SHIPPED OUT OF THE TOWN OF PARKER	\$	9.	TOTAL SALES TAX DUE (LINE 7 MINUS LINE 8)	\$
	D. BAD DEBTS CHARGED OFF (ON WHICH TOWN TAX WAS PREVIOUSLY PAID)	\$	10.	CONSTRUCTION MATERIALS SUBJECT TO USE TAX (SCHEDULE B)	\$
	E. TRADE-INS FOR TAXABLE RESALE	\$	11.	USE TAX DUE (LINE 10 x 3.00%)	\$
	F. SALES OF GASOLINE AND CIGARETTES	\$	12.	TOTAL TAX DUE (ADD LINES 9 & 11)	\$
	G. SALES TO GOVERNMENTAL, RELIGIOUS, AND CHARITABLE ORGANIZATIONS	\$	13.	LATE FEES DUE IF FILED AFTER DUE DATE	\$
	H. RETURNED GOODS (CURRENT PERIOD RETURNS ONLY ON WHICH TOWN TAX WAS PAID)	\$		PENALTY: GREATER OF \$10 OR 15% OF LINE 12	\$
	I. PRESCRIPTION DRUGS/PROSTHETIC DEVICES FOR HUMANS	\$		INTEREST: 1.5% PER MONTH OF LINE 12	\$
	J. FOOD PURCHASED WITH FOOD STAMPS/WIC VOUCHERS	\$	14.	TOTAL TAX, PENALTY AND INTEREST DUE (ADD LINES 12 & 13)	\$
	K. OTHER DEDUCTIONS (EXPLANATION REQUIRED)	\$	15.	PRIOR PERIOD ADJUSTMENT FOR OVER OR UNDERPAYMENT	\$
		\$	16.	TOTAL DUE (ADD LINES 14 & 15)	\$
		\$	MY SIGNATURE AFFIRMS THAT I HAVE READ THIS RETURN AND IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND IS SIGNED SUBJECT TO PENALTIES FOR PERJURY AND OTHER CRIMINAL OFFENSES.		
		\$	SIGNATURE: _____		
3.	TOTAL DEDUCTIONS (ADD LINES 3A THRU 3K)	\$	DATE: _____ TITLE: _____		
4.	TOTAL TOWN NET TAXABLE SALES & SERVICE (LINE 2B MINUS LINE 3)	\$	PHONE: _____ EMAIL: _____		

SCHEDULE B – CONSTRUCTION MATERIALS USE TAX

THE TOWN OF PARKER IMPOSES A USE TAX UPON THE PRIVILEGE OF STORING, USING OR CONSUMING WITH THE TOWN ANY CONSTRUCTION AND BUILDING MATERIALS. LIST ALL PURCHASES OF CONSTRUCTION AND BUILDING MATERIALS. IF ADDITIONAL SPACE IS NEEDED, ATTACH SCHEDULE.

SCHEDULE C – CONSOLIDATED ACCOUNTS REPORT

THIS SCHEDULE IS REQUIRED IN ALL CASES WHERE THE VENDOR IS REPORTING SALES FOR MORE THAN ONE LOCATION WITHIN THE TOWN OF PARKER. EACH LOCATION MUST HAVE A SEPARATE LICENSE. IF ADDITIONAL SPACE IS NEEDED, ATTACH SCHEDULE.

DATE OF PURCHASE	NAME & ADDRESS OF VENDOR	TYPE OF COMMODITY PURCHASED	PURCHASE PRICE	TOWN BUSINESS LICENSE #	TOTAL GROSS SALES (TOTAL TO LINE 1)	TOTAL DEDUCTIONS (TOTAL TO LINE 3)	NET TAXABLE SALES (TOTAL TO LINE 4)
			\$		\$	\$	\$
			\$		\$	\$	\$
			\$		\$	\$	\$
			\$		\$	\$	\$
TOTAL PRICE OF CONSTRUCTION AND BUILDING MATERIALS SUBJECT TO USE TAX – TOTAL TO LINE 10 ABOVE			\$	CONSOLIDATED TOTALS	\$	\$	\$

ACCOUNT CHANGES

<p>NEW BUSINESS DATE 1. IF OWNERSHIP HAS CHANGED, GIVE DATE AND NEW OWNER'S NAME</p> <p>_____</p> <p>2. IF BUSINESS HAS BEEN PERMANENTLY CLOSED, GIVE DATE CLOSED</p> <p>_____</p> <p>3. IF BUSINESS LOCATION HAS CHANGED, GIVE NEW ADDRESS</p> <p>_____</p> <p>4. RECORDS ARE KEPT AT WHAT ADDRESS? _____</p> <p>CLOSED DATE 5. IF BUSINESS IS TEMPORARILY CLOSED, GIVE DATES OF CLOSURE</p> <p>_____</p> <p>6. IF BUSINESS IS SEASONAL, GIVE MONTHS OF OPERATION</p> <p>_____</p> <p>7. IF THIS RETURN INCLUDES SALES FOR MORE THAN ONE LOCATION, REFER TO AND COMPLETE SCHEDULE C</p>	<p>SHOW BELOW ANY CHANGE OF OWNERSHIP AND/OR ADDRESS, ETC.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> BUSINESS ADDRESS <input type="checkbox"/> MAILING ADDRESS</p>
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SALES TAX RETURN INSTRUCTIONS

- LINE 1: Enter the total amount of money received from all sales and services. Do not include the amount of sales tax collected.
- LINE 2A: Enter additions to gross sales, for example the total amount of bad debts collected that were previously deducted or the costs of items furnished during the course of providing a service on which sales tax was not charged or previously paid to the Town.
- LINE 2B: Total of line 1 and line 2A.
- LINE 3A: Enter the amount of non-taxable services or labor.
- LINE 3B: Enter the amount of sales to other licensed dealers for purposes of taxable resale. You must obtain a copy of the purchaser's current State sales tax license and retain their license number as backup to this deduction.
- LINE 3C: Enter the amount of sales delivered to a location outside the Town of Parker. To verify an address with the Town please use the online address locator at www.parkeronline.org/salestax or contact our division via email, phone, or fax.
- LINE 3D: Enter the amount of current bad debts on which Town tax was previously paid.
- LINE 3E: Enter trade-ins received for taxable resale.
- LINE 3F: Enter total sales of cigarettes and gasoline.
- LINE 3G: Enter sales to governmental, religious, and charitable organizations. You must obtain a copy of the purchaser's State certificate of exemption and retain their exemption number as backup to this deduction. Colorado exemption numbers begin with a 98-xxxx-xxxx.
- LINE 3H: Enter the amount of current period returned goods on which tax was collected this period. Returns received for prior periods, which exceed current period sales and cause taxable sales to be reported as a negative amount, must be reported on an amended return for the prior period.
- LINE 3I: Enter the amount of prescription drugs/prosthetic devices sold for human use. The Town does not exempt prescription drugs/prosthetic devices for animals.
- LINE 3J: Enter the amount of food purchased with food stamp/WIC vouchers. The Town taxes all food for home consumption as well as all food for immediate consumption. This deduction is only for food items purchased using food stamps or WIC vouchers.
- LINE 3K: Enter the amount of other deductions authorized by the Town. Provide a brief description of the deduction.
- LINE 3: Total deductions, line 3A – 3K.
- LINE 4: Enter net taxable sales & services. Subtract the total line 3 from line 2
- LINE 5A: Enter amount of Town tax due, line 4 x 3.0%.
- LINE 5B: Enter the amount of sales subject to lodging tax times the lodging tax rate of 3.0%. Lodging tax is in addition to the sales tax due on these sales.
- LINE 6: Add excess tax collected. If sales taxes collected during the reporting period exceed the amount calculated on Line 4 you must report and remit the excess on this line.
- LINE 7: Net adjusted sales tax, the total of lines 5, and 6.
- LINE 8: Enter the deduction for vendor's fee allowed, which is 3.33% of line 8. There is a maximum allowable deduction of \$200.00. **NO VENDOR FEE IS ALLOWED ON LATE RETURNS.**
- LINE 9: Enter total sales tax due, line 7 minus line 8.
- LINE 10: Enter total construction and building materials purchases reported on Schedule B.
- LINE 11: Enter the amount of use tax due on construction and building materials, line 10 x 3.0%.
- LINE 12: Enter total sales and use tax due, line 9 plus line 11.
- LINE 13: Enter the total penalty & interest on line 13. Returns are due the 20th of the month following the reporting period. Penalty is calculated as the greater of \$10.00 or 15% of the total sales tax due. Interest is calculated at a rate of 1.5% per month late times the total sales tax due. The Town has established a penalty and interest calculator to assist in calculating the correct amount due. Access this calculator at www.parkeronline.org/salestax.
- LINE 14: Enter total tax, penalty and interest due to the Town, add lines 12 and 13.
- LINE 15: Enter prior period adjustments for over or underpayments. Examples include prior period overpayments summarized on a Notice of Credit Balance or prior period underpayments summarized on a Notice of Deficiency. Be sure to include documentation of the over or underpayment with your tax return form so that the Town can verify accuracy of the adjustment.
- LINE 16: Total due and payable to the Town of Parker. Add lines 14, and 15. Make your check payable to the Town of Parker. Please ensure the amount on line 16 matches the amount remitted to the Town.

SALE OF A BUSINESS

If your business has been sold to a new owner, sales tax may be due on the selling price of the tangible personal property assets, except for inventory to be resold. Report the taxable sales amount and tax due on the Sales Tax Return for Purchase of a Business. A copy of the sale/purchase agreement must be included when filing the return. See Municipal Code Section 4.03.030 definition of "Sale or sale and purchase" for a list of types of business sales that are not subject to sales tax. The Sales Tax Return for Purchase of a Business can be found online at www.parkeronline.org/salestax.