



7887 East 60th Avenue
 Commerce City, Colorado 80022
 Phone (303) 289-3628 / Fax (303) 289-3661
 www.c3gov.com

Period Covered: _____
Period Due: _____
Account Number: _____

Business Name:		City:	
Attention:		State:	
Address:		Zip Code:	
1. Gross Sales and Service (total receipts from city activity must be reported and accounted for in every return inc. all sales, rentals, and leases and all services both taxable and non-taxable)		5. Amount of City Sales Tax 4.5% of line 4	
2A. Add: Bad Debts Collected		6. Add: Excess Tax Collected:	
2B. Total Lines 1 and 2A		7. Adjusted City Tax: (Add lines 5 & 6)	
3A. Non-Taxable Service Sales (included in item 1 above)		8. Deduct 2% of line 7 Maximum \$100 (Vendors fee, if paid by due date)	
3B. Sales to Other Lic. Dealers		9. Total Sales Tax (Line 7 minus Line 8)	
3C. Sales Shipped Out of Area (included in item 1 above)		10. City Use Tax (From schedule B place on line 10A)	
3D. Bad Debts Charged Off (on which city sales tax has been paid)		10A. Amount subject to tax _____ x 4.50%=	
3E. Trade-Ins for Taxable Resale		11. Total Tax Due: (Add Line 9 and 10)	
3F. Sales of Gasoline and Cig.		12. (Late filing if return is filed after due date then) Add: Penalty 10% _____	
3G. Sales to Govt., Rel., & Charitable Org.		Interest per month .583% _____	
3H. Returned Goods		13. Total Tax, Penalty and Interest Due (Add lines 11, 12A & B)	
3I. Sales of Groceries/Non-Prepared Food		14. Adjustment prior periods attach copy of over or underpayment notice - A - Add:	
3J. Prescription Drugs/Pros Dev.		B - Deduct:	
3K. Other Deductions (List)		15. Total Due and Payable: (Make check or money order payable to City of Commerce City)	
3. Total Deductions (Total of Lines 3 A thru K)			
4. Total City Net Taxable Sales/Service (Line 2B minus total line 3)			

Schedule - A:	Special Message to and from City/Taxpayer	<input type="checkbox"/> Check here for business closure / change of ownership
Please note on or after 12:00 midnight, January 1, 2014 the city's sales & use tax rate increased to 4.5%		<input type="checkbox"/> Check here if change of address

Schedule - B - City Use Tax					Schedule - C - Consolidated Accounts Report			
The City of Commerce City Municipal Code imposes a tax upon the privilege of using, storing, distributing or otherwise consuming in the City tangible property or taxable services purchased, rented or leased.					This schedule is required in all cases in which the taxpayer makes a consolidated return which includes sales and 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 attached schedule in same format.			
Date of Purchase	Name of Vendor	Commodity Purchased	Reference Number	Taxable Amount	Account Number	Business Addresses of Consolidated Accounts	Periods Total Gross Sales (Aggregate To Line 1 Front of Return)	Periods Net Taxable Sales (Aggregate to Line 4 Front of Return)
(A) List of Purchases (If Additional Space needed-attach schedule in Same Format)							\$	\$
				\$				
(B) Total Taxable Amount of Property Subject to City Use Tax Enter Total Here and on Front of Return					\$	Enter Totals Here and on Front of Return	\$	\$

New Business Date: Mo. Day Yr.	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? 5. If business is temporarily closed, give dates to be closed 6. If business is seasonal, give months of operation 7. If this return includes sales for more than one location, refer to and complete schedule "C"	Show below change of ownership (give date), name and/or address, etc. _____ _____ _____ _____	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 _____ Date _____ Title _____
Discontinued Date: Mo. Day Yr.		<input type="checkbox"/> Mailing Address <input type="checkbox"/> Business Address	