



Tax Tips and Filing Dates

General Instructions and items to be aware of:

- A sales tax return must be filed according to the filing frequency, even when no tax has been collected.
- The City of Steamboat Springs sales tax rate is 4.5% as of 1/1/2017.
- You can file your return & pay online through Xpressbillpay.com.
- Read the specific instructions thoroughly before completing return.
- Be careful to use the return which corresponds to the period for which you are filing.
- Make check payable to the City of Steamboat Springs.
- Please do not staple check to return.
- Sign & Date the return.
- Returns must be filed on or before the 20th day of the month following the close of the reporting period. Mailed returns must be postmarked by the 20th day of the month.

Records:

Records of both purchases and sales, including sales invoices, purchase invoices, and shipping records, must be retained for a period of three years. The burden of proof for exempt sales rests with the seller. Retain copies of city and state sales tax returns along with supporting documentation.

All sums of money paid by the purchaser to the seller as taxes shall be and remain public money, as property of the taxing jurisdiction. Taxes owed should be remitted on a timely basis. If the City does not receive submitted taxes, burden of proof is upon the taxpayer. Always maintain sufficient records to prove taxes have been sent.

You Must Notify the Sales Tax Department If Any of The Following Occur:

- business moves
- mailing address changes
- business or trade name changes
- business is sold
- corporation merges with another corporation
- no longer in business—you must indicate such changes by completing the account change/closure form.

If ownership changes, the current owner is responsible for closing his/her sales tax account.

Returns continue to generate until closure notification has been received by the city sales tax department.

The new owner cannot use the previous owner's reporting forms. The new owner must apply for his/her own Sales Tax license with the City of Steamboat Springs. There is no sales tax application fee and a copy of owner's driver's license is required along with the completed application.

Tax on sale of business is due 10 days after the closing date. Please contact us with any questions.

Monthly Sales Tax Reports:

The City of Steamboat Springs prepares monthly reports that provide the community with sales tax revenue statistics for the City of Steamboat Springs as well as other surrounding mountain communities. The most current reports along with historical reports can be found on the [City of Steamboat Springs website](#).

Filing Dates:

Quarterly Filers	Period Ending	Due Date
Jan-Mar Quarter 1	3/31	4/20
Apr-Jun Quarter 2	6/30	7/20
Jul-Sep Quarter 3	9/30	10/20
Oct-Dec Quarter 4	12/31	1/20

Annual Filers	Period Ending	Due Date
January-December	12/31	1/20

Monthly Filers	Period Ending	Due Date
January	01/31	02/20
February	02/29	03/20
March	03/31	04/20
April	04/30	05/20
May	05/31	06/20
June	06/30	07/20
July	07/31	08/20
August	08/31	09/20
September	09/30	10/20
October	10/31	11/20
November	11/30	12/20
December	12/31	01/20

Specific Instructions for Sales Tax Return

Line 1 Gross Sales and Service:

Report all receipts from City activity for the period covered; include all sales, both retail and wholesale; services rendered; rent receipts; and all amounts, both taxable and nontaxable, received in the conduct of your business. Include single and special event sales on this line and report on Schedule B on back of return.

Line 2:

Line 2A Bad Debts Collected: Report the bad debts collected which were previously deducted on Line 3D - "Bad Debts Charged Off."

Line 2B - Total of Lines 1 and 2A

Line 3 Deductions:

The following items are exempt from taxation:

3A Deduct all services which are nontaxable.

3B Deduct sales made to other City Licensed retailers who purchase such merchandise for the purpose of resale to the consumer.

3C Deduct all sales delivered to the purchaser outside the City Limits of Steamboat Springs.

3D Deduct all sales which were originally taxable sales and which you deem "uncollectible/bad" and have written off as such.

3E Deduct the value of property traded-in, which will be resold in the usual course of business.

3F Deduct all sales of gasoline and cigarettes.

3G Deduct all qualifying sales to governmental, religious, and charitable organizations.

3H Deduct all sales which were returned by the purchaser and were previously reported as net taxable sales.

3I Deduct all qualifying sales of prescription drugs and prosthetic devices.

3J Deduct all qualifying food stamp and federal special supplement program sales.

3K-3L Deduct all other exemptions not covered on Lines 3A through 3J. Other deductions must be explained in space provided. Building permit sales are an example of "other" deduction.

Line 3 Total Deductions:

Total all deductions claimed in Lines 3A through 3L.

Line 4 Total City Net Taxable Sales and Services:

Subtract Total Deductions on Line 3 from Line 2B.

Line 5 Amount of City Sales Tax:

Report the amount of sales tax calculated. Calculate the sales tax by multiplying Line 4, "Net Taxable Sales and Services," by 4.5% sales tax rate.

Line 5a Air Service Tax:

This applies to all items that are taxable per the City Tax Code sold BEFORE 01/01/2017. Indicate net taxable sales made before 1/1/17 and multiply by the 0.25% rate.

Line 5B Accommodations Tax: This applies to hotels, motels, B&Bs, apartments, condominiums, campgrounds, etc., that have short-term rents (under 30 days). Indicate taxable lodging sales. Calculate the accommodations tax by multiplying taxable lodging rentals by the accommodations tax rate of 1%.

Line 6 Excess Tax Collected: Report the amount of tax collected in excess of the effective rate of tax levied on retail sales.

Line 7 Tax on Resale Inventory Taken for Own Use: Indicate the amount of resale inventory taken for own use. Calculate the sales tax by multiplying the resale inventory used by 4.5% sales tax rate.

Line 11 Total Tax Due: Add Lines 5A through 10.

Line 12 Late Filing: Report the penalty assessed for filing after the due date. The penalty is 10% of Line 11 or \$15, whichever is greater. Report the interest, which is 1% of Line 11 per month. Enter the total of penalty and interest in the appropriate space on Line 12.

Line 13 Total Tax, Penalty, And Interest Due: Add Lines 11 and 12.

Line 14 Adjustment Prior Periods: Add or deduct the applicable adjustment for any prior period returns. Attach a copy of the debit or credit notice received on the account.

For additional questions, contact us:

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