

**Town of Crested Butte
Sales Tax Return Instructions**

Line 1: Enter the total amount of money received from all sales and services, including taxable and nontaxable sales and collections of bad debts previously deducted. Do not include the amount of sales tax collected.

Line 2: Enter any in house purchases that were not recorded in line 1.

Line 3: Enter any bad debts that have been paid and were previously deducted.

Line 4: Enter the total of the lines 1-3.

Line 5 Deductions:

- a) Enter all non taxable services sales.
- b) Enter all sales to licensed dealers for the purpose of taxable resale.
- c) Enter the amount of sales delivered out of the Town of Crested Butte taxing area.
- d) Enter all sales to Government, Religious, and charitable organizations. These organizations should have a sales tax exempt license.
- e) Enter all sales of gasoline and cigarettes.
- f) Enter any bad debts that town tax has already been paid.
- g) Enter all returned goods
- h) Enter any other deductions here. Please explain.

Line 5: Add all deductions (a-h) and enter total

Line 6: Enter net taxable sales. Subtract the total lines 5 from line 4 in each column.

Line 7: Enter amount of Town sales tax. Multiply the amount of line 6 by 4% (.04)

Line 8: Enter the amount of excess tax collected.

Line 9: Enter adjusted sales tax. Add lines 7 and 8.

Line 10: Enter deduction for service (vendor's) fee allowed to the seller. Multiply line 9 by 1.5% (.015). This deduction is only allowed if the complete return is filed **and** the tax is paid on or before the due date.

Line 11: Enter the Total Sales tax due (line 9 – line 10)

Line 12 & 13: Penalty

Penalty and interest are due if you make a late payment. The penalty is 10% plus 1/2% for each additional month. Interest and penalty interest must be computed using the current statutory rate, which is printed on the return.

A return must be filed and you must enter 0 (zero) even if the tax is (zero).

A copy of this return and records of both purchases and sales, including sales invoices and purchase orders, must be retained for a period of three years. The burden of proof for exempt sales rests with the vendor. Retain copies of sales tax reports. Records must be open for inspection by authorized representatives of the Town of Crested Butte. All sums of money paid by the purchaser to the retailer as taxes shall be and remain public money, as property of the taxing jurisdictions. Unremitted taxes may be claimed at any time and vendors should always maintain sufficient records to prove they have remitted all collections.

This return, together with remittance by check or money order made payable to the Town of Crested Butte, must be filed with the Town of Crested Butte, PO Box 39, Crested Butte, Co 81224, on or before the 20th day of the month following close of the taxable period. Quarterly returns must be filed on or before the 20th day of January, April, July and October. Mailed returns must be postmarked the 20th day of the month, or prior thereto.

Any questions regarding the preparation of your return may be directed to:

Town of Crested Butte
Tina Curvin, Sales Tax Specialist
PO Box 39
507 Maroon Avenue
Crested Butte, Co 81224
(970)349-5338 (970)349-6626 - Fax