



# CITY OF ASPEN

## 2011 Sales and Lodging Tax Returns Instructions

### GENERAL INSTRUCTIONS

**REPORTING FORMS:** This booklet contains the forms needed to report and send payments of City of Aspen Sales and Lodging Tax for the current calendar year. The sales tax returns are printed with your business Account Number, name, the period covered and the due date of the returns. These returns are placed in the booklet in the order in which they should be used. Please be careful to use the return which corresponds to the period for which you are filing.

**CHANGES OR CLOSURES:** If one or more of the following occurs:

- 1) business moves
- 2) mailing address changes
- 3) business or trade name changes
- 4) business is sold
- 5) corporation merges with another corporation
- 6) no longer in business,

you must indicate such changes by completing the reverse side of the sales tax return or the change form. If the business ownership changes, the new owner cannot use the previous owner's reporting forms. The new owner must apply for his/her own business Account Number and personalized forms.

**RECORDS:** Records of both purchases and sales, including sales invoices and purchase invoices, must be retained for a period of three years. The burden of proof for exempt sales rests with the seller. Retain copies of sales and lodging tax reports. Records must be open for inspection by authorized representatives of the City of Aspen Finance Department.

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.

### FOR ADDITIONAL INFORMATION CONTACT

Sales and Lodging Tax  
City of Aspen  
130 South Galena Street  
Aspen, CO 81611  
(970) 920-5029

### SPECIFIC INSTRUCTIONS

- Return must be filed even when NO tax is due.
- Read the SPECIFIC INSTRUCTIONS thoroughly before completing return.
- Be careful to use the return which corresponds to the period for which you are filing.
- Be sure to complete both sides of your return.
- Make check payable to the City of Aspen.
- Return the completed and signed return to the address provided.
- Please do not staple check to return.
- Please do not fold return.
- All businesses require a current business license.

Returns must be filed with the City of Aspen, 130 South Galena Street, Aspen, CO 81611, 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.

## SPECIFIC INSTRUCTIONS FOR SALES AND LODGING TAX RETURN

- LINE 1 GROSS SALES AND SERVICES: 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.
- LINE 2A BAD DEBTS COLLECTED: Report the bad debts collected which were previously deducted on Line 3D - "Bad Debts Charged Off."
- LINE 2B TOTAL LINES 1 AND 2A: Add Lines 1 and 2A.
- LINE 3 DEDUCTIONS: Exemptions/Non-Taxable Sales.
- 3A Deduct all services which are nontaxable.
  - 3B Deduct sales made to other retailers who purchase such merchandise for the purpose of resale to the consumer.
  - 3C Deduct all sales shipped to purchasers outside the City Limits of Aspen.
  - 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 Deduct all sales for Long Term Rentals.
  - 3L-3M Deduct all other exemptions not covered on Lines 3A through 3K. Other deductions must be explained in space provided.
- 3 TOTAL DEDUCTIONS  
Total all deductions claimed in Lines 3A through 3M.
- LINE 4 TOTAL CITY NET TAXABLE SALES AND SERVICES: Subtract TOTAL DEDUCTIONS on Line 3 from Line 2B.
- LINE 5A 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 the sales tax 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 2%.
- 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 ADJUSTED CITY TAX : Add Lines 5A, 5B and 6.
- LINE 8 VENDOR'S FEE DEDUCTION - 3.3% OF LINE 7: Report a deduction equal to 3.3% of adjusted City sales tax due. THIS DEDUCTION IS ONLY ALLOWED IF TAX IS PAID ON OR BEFORE THE DUE DATE, otherwise, enter zero.  
**Vendor's fee deduction cannot exceed \$50.00.**
- LINE 9 TOTAL SALES TAX DUE: Subtract Line 8 from Line 7.
- LINE 10 & 11 Left blank intentionally.
- LINE 12 LATE FILING: Report the penalty assessed for filing after the due date. The penalty is 10% of line 9 (**\$15 minimum**). Report the interest, which is 1.5% per month of Line 9. Enter the total of penalty and interest in the appropriate space on Line 12.
- LINE 13 TOTAL TAX, PENALTY, AND INTEREST DUE: Add Lines 9 thru 12.
- LINE 14 ADJUSTMENT PRIOR PERIODS: Add or deduct the applicable adjustment for any prior period returns. Attach copy of over or under payment notice.
- LINE 15 TOTAL DUE AND PAYABLE: Make check or money order payable to City of Aspen, and remit with return to City of Aspen, 130 South Galena Street, Aspen, CO 81611