Complete this form, click the print button below, sign, date, and mail to City of Littleton Sales Tax Division.
•YELLOW FIELDS ARE REQUIRED • NUMBER FIELDS DO NOT AUTOMATICALLY CALCULATE

CITY OF LITTLETON

SALES/USE TAX RETURN

2255 W. BERRY AVENUE - LITTLETON, CO 80120

303-795-3768

TAXPAYER'S NAME AND ADDRESS

PERIOD COVERED	ANNUAL	ACCOUNT NUMBER	
DUE DATE			
COMPANY NAME			
ADDRESS			
CITY		STATE	ZIP CODE

1.	**GROSS SALES AND SERVICE :** (TOTAL RECEIPTS FROM CITY ACTIVITY MUST BE REPORTED AND ACCOUNTED FOR IN EVERY RETURN INCL. ALL SALES, RENTALS AND		
2A.	**ADD: BAD DEBTS COLLECTED**		
2B.	**TOTAL LINES 1 & 2A**		
3.	A.	NON-TAXABLE SERVICE SALES *(INCLUDED IN ITEM 1 ABOVE)*	
DEDUCTIONS	B.	SALES TO OTHER LICENSED DEALERS FOR PURPOSES OF TAXABLE RESALE	
	C.	SALES SHIPPED OUT Of CITY AND, OR STATE *(INCLUDED IN ITEM 1 ABOVE)*	
	D.	BAD DEBTS CHARGED OFF *(ON WHICH CITY SALES TAX HAS BEEN PAID)*	
	E.	TRADE-INS FOR TAXABLE RESALE	
	F.	SALES OF GASOLINE ANO CIGARETTES	
	G.	SALES TO GOVERNMENT AND, RELIGIOUS AND CHARITABLE ORGANIZATIONS	
	H.	RETURNED GOODS	
	I.	PRESCRIPTION DRUGS / PROSTHETIC DEVICE	
	J.	TOTAL GROCERY SALES	
	K.	OTHER DEDUCTIONS (LIST)	
	3. TOTAL DEDUCTIONS *(TOTAL OF LINES 3a-k)*		
4.	**TOTAL CITY NET TAXABLE SALES & SERVICE** *(LINE 2B MINUS TOTAL LINE 3)*		

COMPUTATION OF TAX

5.	AMOUNT OF CITY SALES TAX **3.75%** OF LINE 4			
6.	ADD: EXCESS TAX COLLECTED			
7.	ADJUSTED CITY TAX: *(ADD LINES 5 & 6)*			
8.	DEDUCT 2.5% OF LINE 7, MAXIMUM $100 *(VENDORS FEE. IF PAID BY DUE DATE)*			
9.	TOTAL SALES TAX *(LINE 7 MINUS LINE 8)*			
10A.	CITY USE TAX *(FROM SCHEDULE B)* AMOUNT SUBJECT TO TAX:		**X 3.75%=**	
10B.	LODGER'S TAX *(ENTER AMOUNT FROM LINE 4)* AMOUNT SUBJECT TO TAX:		**X 5%=**	
11.	TOTAL TAX DUE: (ADD LINES 9, 10A & 10B)			
12.	LATE FILING IF RETURN IS FILED AFTER DUE DATE THEN ADD:	PENALTY: **10%**		
		INTEREST PER MONTH: **1%**		
13.	TOTAL TAX. PENALTY AND INTEREST DUE: *(ADD LINES 11 AND 12)*			
14.	ADJUSTMENTS PRIOR PERIODS ATTACH COPY OF OVER OR UNDERPAYMENT NOTICE	A-ADD		
		B-DEDUCT:		
15.	**TOTAL DUE AND PAYABLE:**	MAKE CHECK OR MONEY ORDER PAYABLE TO: **CITY OF LITTLETON**		

SCHEDULE A: **SPECIAL MESSAGE TO AND FROM CITY/TAXPAYER**

SCHEDULE - B - CITY USE TAX

The Littleton 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.

DATE OF PURCHASE	NAME OF VENDOR ADDRESS	TYPE OF COMMODITY PURCHASED	PURCHASE PRICE
(A) LIST OF PURCHASES (IF ADDITIONAL SPACE NEEDED - ATTACH SCHEDULE IN SAME FORMAT)			
(B) TOTAL PURCHASE PRICE OF PROPERTY SUBJECT TO CITY USE TAX ENTER TOTAL LINE (B) ON LINE 10 ON TOP OF RETURN			$

SCHEDULE - C - CONSOLIDATED ACCOUNTS REPORT

This schedule is required in all cases in which the taxpayer makes a consolidated return which includes sales 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 attach schedule in same format.

ACCOUNT NUMBER	BUSINESS ADDRESSES OF CONSOLIDATED ACCOUNTS	PERIODS TOTAL GROSS SALES (AGGREGATE TO LINE 1 TOP OF RETURN)	PERIODS NET TAXABLE SALES (AGGREGATE TO LINE 4 TOP OF RETURN)
		$	$
ENTER TOTALS HERE AND TOP OF RETURN		$	$

NEW BUSINESS DATE **M/D/YYYY**	1. If ownership has changed, give date of change and the new owner's name.
	2. II business has been permanently discontinued, give date discontinued.
	3. If business location has changed, give new address
	4. Records are kept at what address?
DISCONTINUE DATE **M/D/YYYY**	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 AND/OR ADDRESS, ETC.

BUS. ADDRESS MAIILNG ADDRESS

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:

TITLE DATE

PRINT

CLICK THE ABOVE BUTTON TO PRINT THIS DOCUMENT, THEN SIGN AND MAIL TO:

CITY OF LITTLETON

PO BOX 1305

ENGLEWOOD, CO 80150-1305