

City of Littleton

Carryout Bag Fee Return Instructions

General Information

Retailers can file a carryout bag fee return quarterly if the retailer collected over \$20 in carryout bag fees. Remittances due less than \$20 must be held until the \$20 threshold is met and filed on the subsequent quarterly report.

The returns and checks should be mailed to the following address:

City of Littleton - Sales Tax
2255 West Berry Avenue
Littleton, CO 80120

Form Instructions

In preparing a carryout bag fee return, a retailer must include its identifying information (such as legal business name and City of Littleton account number), the filing period, due date, and authorized representative information and signature.

Retailers must enter their City of Littleton account number on each return and check. If a retailer has multiple locations, a combined return can be filed listing applicable accounts.

Returns are due on the 20th day of the month following the reporting quarter.

1st Quarter (January – March): due April 20

2nd Quarter (April – June) due July 20

3rd Quarter (July – September) due October 20

4th Quarter (October – December) due January 20

The return is due the next business day if the 20th is on a Saturday, Sunday, or legal holiday.

Line 1. Enter the total amount of carryout bag fees collected

Line 2. The percent of carryout bag fees that is to be submitted to the City of Littleton.

Line 3. Multiple Line 1 and Line 2 to calculate the dollar amount that is to be submitted to City of Littleton

The retailer's check submitted to City of Littleton should equal Line 3.

City of Littleton

Carryout Bag Fee Return

Legal Business Name _____

City of Littleton Account Number _____

Filing Period _____ Due Date _____

Check here if fees collected are under \$20 and will be remitted next quarter			<input type="checkbox"/>
1	Carryout Bag Fee Revenue collected for the quarter		
2	Fee Revenue owed to the City		60%
3	Total Due		

Authorized Representative

Name _____ Title _____ Phone # _____ Email _____

Signature _____ Date _____