Sales Tax Division
301 Walnut Street
Windsor, CO 80550
(970) 674-2486
FAX (970) 674-2456
www.windsorgov.com

SPECIAL EVENTS SALES TAX LICENSE APPLICATION
$10.00 FEE - VALID FOR THIS EVENT ONLY

License No. _____ ***(Special Event)*** **Event Start Date:** ___/___/___ **End Date** ___/___/___

Name of Event: _____

Location of Event: _____

Event Organizer: _____ **Phone:** _____

Mailing Address: _____

Contact Name: _____ **Contact Phone:** _____

What do you sell? _____

Colorado Sales Tax License No: _____ **Local Windsor Sales Tax License Number (if applicable)** _____

_____
Applicant Signature

_____
Date

_____
Printed Name

This license is issued subject to all the terms and provisions of the Ordinances of the Town of Windsor in force and effect relating hereto, and is subject to revocation and upon these terms is so accepted by the licensee herein named.

The Town of Windsor Sales Tax Code, Section 4.03.410, requires the Special Events organizer to make application for a Special Events License and pay a $10.00 fee. ***The license is for this event only during the dates specified***. The vendor participation list is final 3-days prior to the event. Vendors who have not submitted mandatory information to the Town will not be allowed to participate in your event. **The Special Events License issued under this application is for the Town of Windsor ONLY**. Please contact the State of Colorado, Department of Revenue for

Town Use Only

Town Coordinator: _____ **Approval Date:** _____

License Issue Date: _____

Approved Location(s): _____

GEO Code: _____

Tax Pmt Due Date: _____

VENDOR INFORMATION WORKSHEET

COLORADO SPECIAL/MULTIPLE TAX LICENSE #	VENDOR AND BUSINESS NAME	Location / Contact ADDRESS	CONTACT EMAIL ADDRESS PHONE NUMBER	DESCRIPTION OF PROPERTY AND/OR FOOD BEING SOLD	NET $$ SALES MADE AT EVENT	WINDSOR SALES TAX DUE (3.2%)
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -

Special Event Sales Tax Information

From the
Town of Windsor and the Colorado Department of Revenue

The Town of Windsor is a Home Rule City. This means there are **two (2)** taxing authorities to which sales tax is collected and paid; the Town of Windsor & the State of Colorado.

Special events within the **Town of Windsor** require every vendor to be licensed with the State of Colorado **BEFORE** selling any tangible personal property and/or food during a Windsor Special Event. Complete information concerning special events within Windsor can be found in the Windsor Municipal Code, www.windsorgov.com, Section 4-3-340.

The **State of Colorado** has on-line system for filing State of Colorado special event sales taxes (*note- separate reporting required for the Town of Windsor). You must have computer with internet access and a printer. The State's online form will automatically calculate your State tax for you. It will also calculate service fee discounts, penalties, and interest and fees. If you do not have internet access you may continue to file your taxes using the paper method. More information can be found at www.taxcolorado.com. Click on FYI's and select "Sales" then select "Sales 9".

From the STATE OF COLORADO DEPARTMENT OF REVENUE –

Single Event? Multiple Event?

Which STATE license do I need?

There are two types of special event licenses in Colorado. If you are only going to attend one event in Colorado during a calendar year then you need a Single Event License with the CDOR. The fee is $8.00.

If you plan on attending several events in Colorado, then consider getting a Multiple Events License with the CDOR. The fee ranges from $16.00 to $4.00 depending on when you purchase the license.

The **State of Colorado sales tax** rate for all events in Colorado is **2.9%**

All forms are online www.taxcolorado.com or at the Colorado Department of Revenue Local Service Center nearest to you.

Vendors must file their own State taxes directly to CDOR no later than the 20th day of the month following each special event or pay penalty and interest.

More information about State tax can be found at www.taxcolorado.com. Click on FYI's and select "Sales" then select "Sales 9".

Tax Compliance Agents from the Department of Revenue and the Town of Windsor may be at this event. Please be sure to comply with all tax statutes.

Things You Need To Know For Windsor!!

The organizer of this event, by State Statute and Municipal Code, must supply the **State & Windsor** with a list of vendors attending this event.

Windsor requires every vendor to be licensed with the State of Colorado **prior** to attending the Windsor event.

The vendor's State license number will be verified by the Town of Windsor.

Vendors without a State license prior to the event will not be allowed to make any sales in Windsor during the special event.

The **Windsor sales tax** rate for this event is **3.2%**

The Windsor Event Organizer has the authority to collect Windsor sales tax from all vendors at the end of the event and will prepare the sales tax return for the Windsor event.

Vendors must report sales and pay the **Windsor** sales taxes directly to the Windsor Event Organizer before leaving the event.

Vendors who do not pay their taxes directly to the Event Organizer for the event will be subject to all enforcement actions prescribed in the Windsor Municipal Code.