



7500 W 29th Ave., Wheat Ridge, CO 80033 (303)235-2820  
 ONLINE - PAY WITH CARD: <https://salestax.ci.wheatridge.co.us/sts1>  
 ONLINE - PAY WITH VIRTUAL CHECK: <https://secure.salestaxonline.com>

Business name

PERIOD COVERED

DUE DATE

ACCOUNT NUMBER

1	GROSS SALES AND SERVICES (all revenue)		.00	5	CALCULATE CITY SALES TAX - LINE 4 x .035			.00
2A	ADD: BAD DEBTS COLLECTED		.00					.00
2B	TOTAL SALES ACTIVITY - ADD LINES 1 AND 2A		.00	6	ADD: EXCESS TAX COLLECTED			.00
DEDUCTIONS	A	NON-TAXABLE SERVICES	.00	7	ADJUSTED TAX – ADD LINES 5 AND 6			.00
	B	SALES TO OTHER LICENSED DEALERS	.00	8	DEDUCT VENDOR FEE: LESSER OF 2% OR \$100			.00
	C	SALES SHIPPED OUT OF CITY/STATE	.00	9	TOTAL SALES TAX – LINE 7 MINUS LINE 8			.00
	D	BAD DEBTS CHARGED OFF, TAX PAID	.00	10	CITY USE TAXABLE AMOUNT			.00
	E	TRADE-INS FOR TAXABLE RESALE	.00	11	CITY USE TAX – LINE 10 x .035			.00
	F	SALES OF GASOLINE/CIGARETTES	.00	12	TOTAL SALES AND USE TAX DUE – ADD LINES 9 AND 11			.00
	G	SALES TO LICENSED EXEMPT, FEDERAL AND COLORADO GOVERNMENTS	.00	13A	LATE FILING CHARGES IF RETURN IS FILED AFTER DUE DATE ADD	PENALTY	LARGER OF .10 X LINE 12 OR \$15	.00
	H	RETURNED GOODS	.00	13B		INTEREST	.01 x MONTHS LATE x LINE 12	.00
	I	PRESCRIPTION DRUGS, PROSTHETICS	.00	14	TOTAL TAX, PENALTY, AND INTEREST DUE – ADD LINES 12, 13A AND 13B			.00
	J	FOOD STAMPS/SNAP/WIC	.00	15	BUSINESS LICENSE RENEWAL FEE DUE BY JANUARY 31 TO AVOID LATE FEE			.00
K	OTHER EXEMPT:		.00	16A	PRIOR PERIOD ADJUSTMENTS		DEBIT ON ACCOUNT - ADD	
	OTHER EXEMPT:		.00	16B			CREDIT ON ACCOUNT - SUBTRACT	
3	TOTAL DEDUCTIONS – ADD LINES 3A THRU 3L		.00	17	TOTAL AMOUNT DUE			.00
4	TOTAL CITY NET TAXABLE LINE 2B MINUS LINE 3		.00	18	TOTAL AMOUNT PAID - PLEASE COMPLETE			

**MESSAGES SECTION - TO OR FROM THE CITY**

FILE ONLINE FOR CONVENIENCE AND ACCURACY! ADDRESSES ARE AT THE TOP OF THE PAGE.

**INFORMATION SECTION**

- a) Please notify about changes using the online tools on the filing websites, a phone call, or email to [WRTAX@ci.wheatridge.co.us](mailto:WRTAX@ci.wheatridge.co.us)
- b) City Hall walk-in or direct mail: 7500 W. 29<sup>TH</sup> AVENUE, WHEAT RIDGE, CO 80033-8001
- c) Website: [WWW.CI.WHEATRIDGE.CO.US/TAXINFO](http://WWW.CI.WHEATRIDGE.CO.US/TAXINFO)
- d) Tax Division Phone: (303)235-2820

**THIS IS A LEGAL DOCUMENT – A SIGNATURE IS REQUIRED**

I hereby certify under penalty of perjury that the statements made herein are true and correct to the best of my knowledge.

Signed:	Date:
Title:	Phone:
Company:	