

# VeloSwap 2016 Sales Tax Information

## **All vendors are required to collect, report and remit state and local sales tax on all taxable sales.**

VeloSwap makes it easy for all vendors by collecting this form with payment at the event.

### **1. Every vendor must complete this form**

Use this form (fill out back) to pay sales tax under a VeloSwap special event tax license. Even if you did not make any sales, complete the form with “zero” sales so we can transmit your data to the tax authorities.

### **2. If you have Colorado and City of Denver off-site sales tax licenses:**

-You may remit collected sales taxes from VeloSwap sales with this form

- or -

-Complete this form with “zero” sales and include your sales tax license number then remit sales taxes on your own to the respective tax agencies.

### **Important note:**

The organizers of VeloSwap are **required to report the names and addresses of all vendors to the tax agencies** and a list of vendors who have submitted tax by using this form. Failure to pay taxes owed may result in the State and/or the City and County of Denver collecting such taxes and levying fines.

**Please note: Even if you do not make any sales, you still need to submit a sales tax report for “zero” sales.**

# Vendor Collected Sales Tax

**Notice: All vendors must collect 7.65% sales tax on taxable sales**

1. All vendors need to complete and submit this form.
2. Complete this form with the same name and address with which you registered as a vendor. This way your payment can be correctly credited to your record when reported to the tax agencies.
3. Turn in this form and payment at the check-in desk any time **before 5:30 PM** at the vendor entrance (look for **Pay Sales Tax Here** sign). After 5:30 PM please follow mailing instructions below.
4. You may also mail or drop off this form and payment to VeloSwap's partner, Bicycle Colorado, at 1525 Market St. Suite 100, Denver, CO 80202. All forms and payments must be **received by October 31, 2016** so that VeloSwap may submit your taxes on time! All forms and payments received after this date will be returned and you may pay tax directly.
5. Payment may be made only by CASH or CHECK (payable to Bicycle Colorado).

Booth number(s)		<b>Office Use Only</b>
Your Name		
Business Name		Payment method:
Address		Check    Cash
City, State, Zip		Check #:
Phone Number		Amount:

Option 1: Calculate from  
total dollars collected

TOTAL COLLECTED (all sales & taxes)	\$ _ _ , _ _ _ . _ _
	x 0.0711
SALES TAX	\$ _ _ , _ _ _ . _ _

Option 2: Calculate  
from total sales  
before tax

TAXABLE SALES	\$ _ _ , _ _ _ . _ _
	x 0.0765
SALES TAX	\$ _ _ , _ _ _ . _ _

I warrant the above information to be true, accurate and complete.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Remit this form with checks payable to:  
(must be received by 10/31/16)**

**Bicycle Colorado  
1525 Market Street, Suite 100  
Denver, CO 80202-1661**