



P.O. Box 128
 304 8th Street
 Gilcrest, Colorado 80623
 Office (970) 737-2426 • Fax (970) 737-2427

Occupational & Sales Tax Application

Sales Tax License Fee	Due before or on January 1 st	\$25.00
Occupational Tax Fee	Due before or on December 15 th	\$15.00
Peddlers / Solicitors License	Due at time of request, plus Bonding of \$1,000.00	\$100.00
Telephone / Utilities Tax	Due before or on December 15 th	\$720.00
Mail To:		
Town of Gilcrest ATTN: Sales & Occupation Tax License P.O. Box 128 304 8 th Street Gilcrest, Colorado 80623 Office: 970-737-2426 Fax: 970-737-2427 gail@townofgilcrest.org		
For Town Use Only		
Annual	Sales Tax License	
Annual	Occupational Tax License	
Annual	Peddlers/Solicitors License	
Annual	Telephone/Utilities Tax	
Amount Paid	Date Rec'd.	
Check No.:	Rec'd By:	
Receipt No.:		
PLEASE TYPE OR PRINT LEGIBLY		
Please complete application in full		

SECTION ONE – All information provided in this section of the application is considered public information and is required to be released upon public request.

- 1.) Type of Ownership: Sole Proprietor Partnership Corporation Limited Liability Other
- 2.) Taxpayer Name (Owner, Partners or Corporation Name): _____
- 3.) Trade Name (Doing Business As or DBA): _____
- 4.) Physical Business Address: _____

PO Box/Street Address
City
State
Zip
- 5.) Mailing Address: _____

PO Box/Street Address
City
State
Zip
- 6.) Phone Numbers: _____ / _____

Business / Corporate Number
Home Number
- 7.) Website Address: _____ E-Mail Address: _____
- 8.) Nature of Business: (Check all that Apply): Wholesale Manufacturing Construction Service Retail
 Office Only Oilfield Communications/Telecom Finance/Insurance/Real Estate Home Base Business
- 9.) What is your main product/service: _____
- 10.) Is this business in a: Private Residence Commercial Building
- 11.) Do you lease or own your building? Lease Own Approximate sq. ft. of business space: _____

Property Owner/Manager
PO Box / Street Address, City, State, Zip
Business Telephone

- 12.) Number of Employees including yourself: Full - Time _____ Part – Time _____

13.) Do you have other business locations in Gilcrest? Yes _____ No _____ Date Business Opened: _____
(If YES, a separate application must be completed per business locations).

14.) Owner, Local Manager or Registered Agent (Corporate Officer):

Name Address, City, State, Zip Phone

Section Two – All information provided in this section of the application is considered confidential.

15.) List Owner(s) or Corporate Officers: (attach supplemental sheet if necessary).

Name Position Home Number

Home Address City State Zip

Name Position Home Number

Home Address City State Zip

16.) Local Manager or _____
Representative: Name of Contact Person Address City State Zip

17.) State of Colorado Sales Tax License No.: _____ Federal Employer I.D. (FEIN) _____

18.) State Assigned NAISC Code (if known): _____

I declare, under penalty of perjury in the second degree, that this application has been examined by me that the statements made herein are made in good faith pursuant to Colorado and the Town of Gilcrest tax laws and regulations and to the best of my knowledge and belief, are true, correct and complete.

Signed: _____ Title: _____
Signer must be the person that is legally responsible for the business (i.e., owner, partner, officer, etc.)

Print Name: _____ Title: _____

Please be sure to check with other departments of the Town to ensure compliance with all other applicable laws and regulations. Issuance of the Sales Tax License does not mean conformance with Zoning provisions, and / or other requirements.

FOR YOUR INFORMATION

WHERE DO I GO TO GET INFORMATION ON LICENSING FOR THE STATE OF COLORADO?

When opening a new business in the State of Colorado call the Colorado Business Assistance Center, (303) 894-2166 in Denver or website at www.dora.state.co.us.

To obtain a sales tax, wage, withholding tax, or other business tax number, visit the Denver Service Center at 1375 Sherman Street, Denver or any Taxpayer Service Center in Colorado. You may also get the "Colorado Business Registration" Form (CR0100) through the Colorado Department of Revenue web site at www.taxcolorado.com, or call the Forms Hotline at (303) 238-FAST (3278).