

## THE FOLLOWING PAGES ARE YOUR SPECIFIC INSTRUCTIONS AND SALES TAX RETURNS

- Return must be filed even when NO tax is due.
- Read the SPECIFIC INSTRUCTIONS thoroughly before completing return.
- Be careful to use the return which corresponds to the period for which you are filing.
- Be sure to complete both sides of your return.
- Make check payable to the Town of Silverthorne.
- Return the completed and signed return in the envelope provided.
- Please do not staple check to return.
- Please do not fold return.

Returns must be filed with the Town of Silverthorne, P.O. Box 1309, Silverthorne, CO 80498-1309, on or before the 20<sup>th</sup> day of the month following the close of the reporting period. Mailed returns must be postmarked by the 20<sup>th</sup> day of the month.

## GENERAL INSTRUCTIONS

**REPORTING FORM:** A generic Town of Silverthorne sales tax form is provided, which can be printed and filled out. Please enter the sales period, the return due date, or the 20<sup>th</sup> of the month following the end of the sales period, the Town of Silverthorne sales tax account number, business name and address. If you have questions about how to fill out this return or obtain an account number, please contact the Town of Silverthorne Revenue Administrator, (970) 262-7300.

**CHANGES OR CLOSURES:** If one or more of the following occurs: 1) business moves 2) mailing address changes 3) business or trade name changes 4) business is sold 5) corporation merges with another corporation 6) no longer in business, you must inform this Division of such changes by completing the section(s) on the back side of any return. If the business ownership changes, the new owner cannot use the previous owner's reporting forms. The new owner must apply for his/her own business account number and personalized forms. Furthermore, a vendor selling or closing his business must file a final sales tax return on or before the 20<sup>th</sup> day of the month following the close or sale of the business.

**RECORDS:** Records of sales, including sales invoices, must be retained for a period of three years. The burden of proof for exempt sales rests with the seller. Retain copies of sales tax reports. Records must be open for inspection by authorized representatives of the Town of Silverthorne.

All sums of money paid by the purchaser to the seller as taxes shall be and remain public money and as property of the Town. Failure to file a return and pay the taxes collected will result in an assessment from the Town for an estimated amount of taxes, interest and penalty due. Therefore, it is important to file a return and pay all taxes collected on a timely basis and to maintain sufficient records to prove the amount of taxes collected and paid as the ultimate burden of proof is upon the taxpayer. The absence of sales or tax liability does not excuse a taxpayer from their obligation to file a return for any reporting period.

### FOR ADDITIONAL INFORMATION CONTACT

Town of Silverthorne  
Revenue Administrator  
601 Center Circle  
P.O. Box 1309  
Silverthorne, CO 80498  
(970) 262-7300

# SPECIFIC INSTRUCTIONS FOR SALES TAX RETURN

- LINE 1 GROSS SALES AND SERVICE: Report all receipts for the period covered; include all sales, both retail and wholesale; services rendered; rent receipts; and all amounts both taxable and nontaxable, received in the conduct of your business.
- LINE 2A BAD DEBTS COLLECTED: Report the bad debts collected which were previously deducted on Line 3D - "Bad Debts Charged Off."
- LINE 2B TOTAL LINES 1 AND 2A: Add Lines 1 and 2A.
- LINE 3 DEDUCTIONS: The following items are exempt from taxation.
  - 3A Deduct all services which are nontaxable.
  - 3B Deduct sales made to other LICENSED retailers who purchase such merchandise for the purpose of resale to the consumer.
  - 3C Deduct all sales delivered to the purchaser outside the Town limits of Silverthorne if BOTH the following conditions exist:
    - (a) The sale is to a purchaser who is a nonresident of Silverthorne, and (b) Delivery is made by common carrier, conveyance by the seller, or by mail to the purchaser OUTSIDE the Town of Silverthorne.
  - 3D Deduct all sales which were originally taxable sales and which you deem "uncollectible/bad" and have written off as such.
  - 3E Deduct the value of property traded-in, which will be resold in the usual course of business.
  - 3F Deduct all sales of gasoline and cigarettes.
  - 3G Deduct all qualifying sales to exempt organizations.
  - 3H Deduct all sales which were returned by the purchaser and were previously reported as net taxable sales.
  - 3I Deduct all sales of prescription drugs and prosthetic devices.
  - 3J Deduct all contracted sales of lodging services in excess of 30 days.
  - 3K-3L Deduct all other exemptions not covered on Lines 3A through 3J. Other deductions must be explained in space provided.
- LINE 3 TOTAL DEDUCTIONS: Total all deductions claimed in Lines 3A through 3L.
- LINE 4 TOTAL TOWN NET TAXABLE SALES AND SERVICES: Subtract TOTAL DEDUCTIONS on Line 3 from Line 2B.

TOWN OF SILVERTHORNE

# SPECIFIC INSTRUCTIONS FOR SALES TAX RETURN

- LINE 5 AMOUNT OF TOWN SALES TAX: Report the amount of sales tax calculated. The sales tax is calculated by multiplying Line 4 - "Net Taxable Sales and Services" by Silverthorne's 2% sales tax rate.
- LINE 5B LODGING TAX: This is an additional tax required to be collected on all room rentals or leases in a hotel, motel, apartment, lodging house, motor hotel, guest house, trailer, coach, mobile home, autocamp, trailer court, condominium unit, townhome, time-share unit, private residence, or other accomodation located in the Town of Silverthorne for periods of less than thirty (30) days. Enter the amount of short-term rental income for the month/quarter. Multiply this amount by Silverthorne's 2% lodging tax rate.
- LINE 6 EXCESS TAX COLLECTED: Report the amount of tax collected in excess of the effective rate of tax levied on retail sales.
- LINE 7 ADJUSTED TOWN SALES TAX: Add Lines 5, 5B and 6.
- LINE 8 VENDOR'S FEE DEDUCTION - 2.33% with a \$200 maximum OF LINE 7: Report a deduction equal to 2.33% of adjusted Town sales tax due, up to \$200 per return.  
THIS DEDUCTION IS ONLY ALLOWED IF TAX IS PAID ON OR BEFORE THE DUE DATE.
- LINE 9 TOTAL SALES TAX DUE: Subtract Line 8 from Line 7.
- LINE 10A Report the penalty assessed for filing after the due date. The penalty is 10% of Line 9 or \$15, whichever is greater.
- LINE 10B Report the interest which is 1.5% per month of Line 9.
- LINE 11 TOTAL TAX, PENALTY, AND INTEREST DUE: Add Lines 9, 10A and 10B.
- LINE 12 ADJUSTMENTS FOR PRIOR PERIODS: A Town Notice of Sales Tax - Error - Demand for Payment will be sent to any taxpayer who: (A) is delinquent, (B) underpaid taxes due, or (C) overpaid taxes due. **Attach copy of notice** to your return and show underpayments due to the Town on Line 12(A) and credits due to you on Line 12(B).
- LINE 13 TOTAL DUE AND PAYABLE: Make check or money order payable to Town of Silverthorne.

TOWN OF SILVERTHORNE

PERIOD COVERED  
DUE DATE

TAXPAYER'S NAME AND ADDRESS  
ACCOUNT NUMBER

**TOWN OF SILVERTHORNE**  
**SALES TAX RETURN**

601 CENTER CIRCLE • P.O. BOX 1309 • SILVERTHORNE, CO 80498  
(970) 262-7300

COMPUTATION OF TAX

5. AMOUNT OF TOWN SALES TAX: 2% OF LINE 4			
5B. AMOUNT OF LINE 4 SUBJECT TO LODGING TAX: _____ X 2%			
6. ADD: EXCESS TAX COLLECTED:			
7. ADJUSTED TOWN TAX: (ADD LINES 5, 5B AND 6)			
8. DEDUCT 2.33% OF LINE 7, \$200 MAXIMUM (VENDORS FEE, IF PAID BY DUE DATE)			
9. TOTAL SALES TAX: (LINE 7 MINUS LINE 8)			
10. LATE FILING (IF RETURNS FILED AFTER DUE DATE THEN ADD: )	A. PENALTY 10% OR \$15, WHICHEVER IS GREATER		
	B. INTEREST PER MONTH 1.5%		
11. TOTAL TAX PENALTY AND INTEREST DUE (ADD LINES 9 AND 10A AND 10B)			
12. ADJUSTMENT PRIOR PERIODS (ATTACH COPY OF OVER OR UNDERPAYMENT NOTICE)	A - ADD:		
	B - DEDUCT:		
13. TOTAL DUE AND PAYABLE: (MAKE CHECK OR MONEY ORDER PAYABLE TO TOWN OF SILVERTHORNE)			

Please complete Reverse Side for Address and Ownership Changes.

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

BY \_\_\_\_\_  
COMPANY \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

<p><b>GROSS SALES AND SERVICE</b> (TOTAL RECEIPTS FROM TOWN ACTIVITY MUST BE REPORTED AND ACCOUNTED FOR IN EVERY RETURN INC. ALL SALES, RENTALS AND LEASES AND ALL SERVICES BOTH TAXABLE AND NON-TAXABLE)</p>			
2A. ADD: BAD DEBITS COLLECTED			
2B. TOTAL LINES 1 & 2A			
3. NON-TAXABLE SERVICE SALES (INCLUDED IN ITEM 1 ABOVE)			
A. SALES TO OTHER LICENSED DEALERS FOR PURPOSES OF TAXABLE RE-SALE			
B. SALES SHIPPED OUT OF TOWN AND/OR STATE (INCLUDED IN ITEM 1 ABOVE)			
C. BAD DEBITS CHARGED OFF (ON WHICH TOWN SALES TAX HAS BEEN PAID)			
D. TRADE-INS FOR TAXABLE RE-SALE			
E. SALES OF GASOLINE AND CIGARETTES			
F. SALES TO GOVERNMENTAL, RELIGIOUS AND CHARITABLE ORGANIZATIONS			
G. RETURNED GOODS			
H. PRESCRIPTION DRUGS / PROSTHETIC DEVICES			
I. ACCOMMODATIONS IN EXCESS OF 30 DAYS			
J. OTHER DEDUCTIONS (LIST)			
K. _____			
L. _____			
3. TOTAL DEDUCTIONS (TOTAL OF LINES 3 THROUGH L)			
4. TOTAL TOWN NET TAXABLE SALES & SERVICE (LINE 2B MINUS TOTAL LINE 3)			

NEW BUSINESS DATE  
MO. DAY YR.

DISCONTINUED DATE  
MO. DAY YR.

- 1. If ownership has changed, give date of change and new owner's name.
- 2. If business has been permanently discontinued, give date discontinued.
- 3. If business location has changed, give new address.
- 4. Records are kept at what address? \_\_\_\_\_
- 5. If business is temporarily closed, give dates to be closed. \_\_\_\_\_

SHOW BELOW CHANGE OF OWNERSHIP NAME AND/OR ADDRESS, ETC.

BUS. ADDRESS       MAILING ADDRESS

**SCHEDULE 'A':**      **SPECIAL MESSAGE FROM TAXPAYER TO TOWN**

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