

# Retail Sales Tax Return for Occasional Sales

## Instructions

### General Instructions

All retail sales are subject to sales tax unless exempt by statute. A retail sale is a sale of tangible personal property whether the sale is made by a licensed vendor or between private parties. Small home businesses, temporary special event license plate transactions, purchases of a business and isolated sales taxes are reported on this form.

### Small Home Businesses

Small home businesses who qualify for occasional isolated sales treatment must collect and remit state sales tax, any applicable special district tax and state collected local tax on the gross sales price of items sold. Businesses who are not required to obtain a sales tax license must submit their total annual sales tax collected by April 15 following the calendar year. For additional information on sales tax requirements for small home businesses, refer to FYI Sales 8.

### Temporary Special Event License Plates

A dealership or manufacturer must collect and remit state sales tax, any applicable special district tax and state collected local tax on the taxable amount for each vehicle that is donated for use at a special event.

### Purchase of a Business

A buyer of business assets is liable for sales tax on any tangible personal property acquired in the business purchase transaction. The buyer must file and pay the sales tax within 20 days after the close of the first business accounting period (or month if accounting period is a calendar month) if the purchaser has a sales tax license. Sales tax is due by the 20<sup>th</sup> day of the month following the purchase date if the purchaser does not have a sales tax license. For additional information on the purchase of a business, see FYI Sales 74.

### Isolated Sales

State sales tax, any applicable special district tax and state collected local tax is due on isolated sales on the gross selling price of the items sold. Sales tax is due by the 20<sup>th</sup> day of the month following the sale.

### Filing An Amended Return?

If you are filing an amended return, check the amended return box. A separate amended return must be filed for each period. The amended return must show all lines as corrected, not merely the difference(s). The amended return replaces the original in its entirety.

### Specific Instructions

- Line 1 Gross Sales** - Enter the gross sales amount of items sold.
- Line 2 Total \$** - Enter the amount of merchandise purchased on which tax was paid at the time of purchase. For small home businesses, you may deduct the cost of any materials which you purchased and paid sales tax upon that you subsequently incorporated into items that you sold and is included in gross sales on line 1.
- Line 3 Line 1 less line 2** - Subtract line 2 from line 1. Enter amount on line 6 in all applicable columns.
- Line 4 Location of Sale** - Enter the County and City of the location of the sale. Check the boxes of the applicable special districts. For small home businesses, the location of sale is your residence. For a list of state-collected and home-rule cities and counties, refer to DR 1002.
- Line 5 Tax Rate** - Tax rates can be found in the Colorado Sales/ Use Tax Rates, DR 1002.
- Line 6 Net Taxable Sales for each Tax** - Enter the result from line 3.
- Line 7 Sales Tax Due** - Multiply the tax rate on line 5 by the net taxable sales for each column on line 6.
- Line 8 Penalty** - If this return and remittance is postmarked after the due date, a penalty of 10% plus ½% per month (not to exceed 18%) is due. Multiply the tax on line 7 by the applicable percentage to determine penalty.
- Line 9 Interest** - If this return and remittance is postmarked after the due date, interest is due at the prime rate, effective July 1 of the previous year. Interest rates can be found in FYI General 11. Multiply the tax on line 7 by the applicable interest rate to determine interest.
- Line 10 Total Each Tax** - Add lines 7, 8 and 9 for each applicable column.
- Line 11 Amount Owed** - Total the amounts in each applicable column. This is the amount due with your return.

### Payment Information

Send a separate check with each return submitted. Include the Social Security Number (SSN) or FEIN on your check to ensure proper credit.

Sign and date the return and mail it with your payment to:

**Colorado Department of Revenue**  
**Denver, CO 80261-0013**

Retain a copy of this return for your records.

## Retail Sales Tax Return for Occasional Sales



SSN#1	SSN#2	FEIN	Due Date (MM/DD/YY)	0023-100	
Last Name or Business Name			First Name		Middle initial
Address				Phone Number ( )	
City				State	Zip
Mark here if this is an Amended Return    • <input type="checkbox"/>		Account Number		Period End Date (MM/YY)	
1. Gross Sales					● (1-4) 00
2. Total \$ amount of merchandise purchased on which tax was paid at the time of purchase					● (2-4) 00
3. Line 1 less line 2 (Enter this amount on line 6 in all applicable columns)					00
4. Location of Sale		County Name	City Name	<input type="checkbox"/> RTD <input type="checkbox"/> CD <input type="checkbox"/> MHA <input type="checkbox"/> PSI <input type="checkbox"/> RTA <input type="checkbox"/> Other	
5. Tax Rate (indicate the appropriate tax rate for the location on line 4)		County Sales Tax Rate	City Sales Tax Rate	Special Dist Sales Tax Rate	State Sales Tax Rate .029
6. Net Taxable Sales for each Tax		(4-1) 00	(4-2) 00	(4-3) 00	(4-4) 00
7. Sales Tax Due (tax rate x line 6)		(11-1) 00	(11-2) 00	(11-3) 00	(11-4) 00
8. Penalty (see instructions)		(12-1) 00	(12-2) 00	(12-3) 00	(12-4) 00
9. Interest (see instructions)		(13-1) 00	(13-2) 00	(13-3) 00	(13-4) 00
10. Total Each Tax (add lines 7, 8, & 9)		00	00	00	00
The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.				11. Amount Owed <div style="text-align: right; font-weight: bold; font-size: 1.2em;">(355) \$ .00</div>	
I declare under penalty of perjury in the second degree, that the statements made herein are true to the best of my knowledge and belief.					
Signature					Date (MM/DD/YY)
<b>Mail to and make checks payable to:</b> Colorado Department of Revenue Denver, CO 80261-0013					