

**Return Renewal Form
with \$15.00 Renewal fee by
January 2, 2018**

2018 - 2019 Sales Tax License Renewal Form

Mail this renewal form to the City along with payment for the renewal fee.

The sales tax license renewal fee is \$15.00 for the two year period.

Renewed sales tax licenses will be valid January 1, 2018 through December 31, 2019.

Sales Tax License Number: _____ Filing Frequency: Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/>	**If business ceased operations in the City, please provide the closing date: _____
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***If the business closed or no longer operates in the City of Brighton (by maintaining a location in the City, making sales or deliveries into the City, or leasing equipment in the City) please indicate that date above, and return without payment.*

ENTER CURRENT INFORMATION BELOW TO RENEW LICENSE

Business Name (or sole proprietor name):	Trade Name/DBA – (Doing Business As):		
Brighton Business Location (include unit #):	Business E-mail:	Business Location Phone #:	
Mailing Address (if different than business location):	City:	State:	Zip:
Administrative Location or Office (if applicable):	City:	State:	Zip:
Business FEIN:	Did business Change Ownership or Renovate in 2016-2017? Y <input type="checkbox"/> N <input type="checkbox"/> If yes, explain:		
Owner Name:	Owner E-mail Address:	Owner Phone #:	
Tax Preparer Name (if applicable):	Tax Preparer E-Mail Address or Phone #:	Business Description:	

Section 3-28-170 of the Brighton Municipal Code states that it is the duty of each licensee on or before January 1st to renew their sales tax license.

I declare under the penalty of perjury, that this application has been examined by me (owner, officer, or registered agent); that the statements made herein are made in good faith and to the best of my knowledge and belief, are true, correct and complete.

Signature of Owner or Officer:	Title:	Date:
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MAIL TO: City of Brighton Finance Department - Sales Tax 500 South 4 th Avenue Brighton, Colorado 80601	Contact Information: SalesTax@brightonco.gov 303-655-2041
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Dear Taxpayer,

Please find on the reverse the Sales Tax License Renewal Form for the 2018-2019 license period. Please complete this form and remit with the \$15 license fee. If you are no longer doing business in the City of Brighton, please note the business closure date and return the renewal form without the license fee to email noted below.

Your 2018-2019 Sales Tax License and tax returns will be mailed within thirty (30) days of receipt of the license fee payment and Sales Tax License Renewal Form.

The **vendor fee** of 3.33% of sales tax collected is capped at a **maximum of twenty-five dollars (\$25.00)** for taxpayers who file timely returns. Sections 3-28-70 and 3-28-85(c)(2) detail this vendor fee further.

The Brighton city sales tax is remitted directly to the City of Brighton which is a Home Rule City located within the RTD/CD/FD jurisdiction and in two counties; Adams and Weld.

Should you have additional questions, please call us at 303-655-2041 or email the Tax Division at SalesTax@Brightonco.gov.