



CITY OF LONE TREE

**BUSINESS LICENSE AND SALES/USE TAX APPLICATION**

Business License Only Fee - \$10.00  
 Combined Retail License Fee - \$15.00

PLEASE PRINT LEGIBLY

REGISTERED NAME OF COMPANY			DOING BUSINESS AS (DBA) NAME		
BUSINESS START DATE IN LONE TREE	FEIN OR SSN	STATE ID#	BUSINESS PHONE	BUSINESS FAX	
BUSINESS LOCATION PHYSICAL ADDRESS (No P.O. Box)			CITY, STATE	ZIP	
CORRESPONDENCE CONTACT NAME		CORRESPONDENCE PHONE	CORRESPONDENCE FAX	CORRESPONDENCE EMAIL	
CORRESPONDENCE MAILING ADDRESS			CITY, STATE	ZIP	
MANAGER or REGISTERED AGENT NAME		MANAGER / AGENT PHONE	MANAGER / AGENT FAX	MANAGER / AGENT EMAIL	
MANAGER or REGISTERED AGENT MAILING ADDRESS			CITY, STATE	ZIP	

**TYPE OF REGISTRATION REQUESTED**

**BUSINESS LICENSE ONLY (No taxable sales)** \$10.00 License Fee       **COMBINED BUSINESS/RETAIL SALES TAX LICENSE** \$15.00 License Fee

**WILL YOU BE MAKING RETAIL SALES OF TANGIBLE PERSONAL PROPERTY?**       **YES**       **NO**

**TYPE OF BUSINESS (PLEASE SELECT ONE)**

<p><b>GENERAL SERVICES:</b></p> <p><input type="checkbox"/> ACCOUNTING FIRM</p> <p><input type="checkbox"/> CHILD CARE</p> <p><input type="checkbox"/> CONSULTING SERVICES</p> <p><input type="checkbox"/> ENGINEERING SERVICES</p> <p><input type="checkbox"/> FINANCIAL INSTITUTION</p> <p><input type="checkbox"/> INSURANCE COMPANY</p> <p><input type="checkbox"/> LAW FIRM</p> <p><input type="checkbox"/> MANAGEMENT COMPANY</p> <p><input type="checkbox"/> MARKETING</p> <p><input type="checkbox"/> REAL ESTATE</p> <p><input type="checkbox"/> OTHER _____</p>	<p><b>OTHER BUSINESS ACTIVITIES</b></p> <p><input type="checkbox"/> AUTO SALES</p> <p><input type="checkbox"/> BEAUTY SALON</p> <p><input type="checkbox"/> CONTRACTOR - GENERAL</p> <p><input type="checkbox"/> CONTRACTOR - SUB</p> <p><input type="checkbox"/> DISTRIBUTOR</p> <p><input type="checkbox"/> DRY CLEANER</p> <p><input type="checkbox"/> ENTERTAINMENT</p> <p><input type="checkbox"/> FOOD SERVICES</p> <p><input type="checkbox"/> GOVERNMENT</p> <p><input type="checkbox"/> HEALTH CLUB</p> <p><input type="checkbox"/> INTERIOR DESIGN</p> <p><input type="checkbox"/> LEASING COMPANY</p>	<p><input type="checkbox"/> LIQUOR SALES</p> <p><input type="checkbox"/> LODGING</p> <p><input type="checkbox"/> MAINTENANCE</p> <p><input type="checkbox"/> MASSAGE THERAPIST</p> <p><input type="checkbox"/> MEDICAL SERVICES</p> <p><input type="checkbox"/> OFFICE SALES</p> <p><input type="checkbox"/> PHOTOGRAPHY</p> <p><input type="checkbox"/> RELIGIOUS/NON-PROFIT</p> <p><input type="checkbox"/> RESIDENTIAL BUSINESS</p> <p><input type="checkbox"/> RESTAURANT</p> <p><input type="checkbox"/> RETAIL SALES</p> <p><input type="checkbox"/> SELF STORAGE</p> <p><input type="checkbox"/> SOLICITOR</p> <p><input type="checkbox"/> TELECOMMUNICATIONS</p> <p><input type="checkbox"/> TELEVISION: CABLE OR SAT</p> <p><input type="checkbox"/> UTILITIES</p> <p><input type="checkbox"/> VENDING MACHINE</p> <p><input type="checkbox"/> WHOLESALE</p> <p><input type="checkbox"/> OTHER _____</p>
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<p>ESTIMATED ANNUAL TAXABLE SALES (IF ANY)</p>	<p>REQUESTED TAX REPORTING FREQUENCY</p> <p><input type="checkbox"/> MONTHLY (TAX LIABILITY \$100/MONTH OR GREATER)</p> <p><input type="checkbox"/> QUARTERLY (TAX LIABILITY \$11 - \$99/MONTH)</p> <p><input type="checkbox"/> ANNUALLY (TAX LIABILITY \$10/MONTH OR LESS)</p> <p><input type="checkbox"/> OCCASIONAL (BUSINESS LICENSE ONLY - NO TAXABLE SALES)</p>	<p>NEW BUSINESS OR PURCHASE OF AN EXISTING BUSINESS?</p> <p><input type="checkbox"/> NEW BUSINESS</p> <p><input type="checkbox"/> BUSINESS ASSET PURCHASE</p> <p><input type="checkbox"/> OTHER (EX: STOCK PURCHASE) _____</p>
<p>REQUEST FOR PRE-PRINTED TAX RETURN FORMS</p> <p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>RETURNS PROVIDED ONLY IF MARKED YES</p>	<p>TYPE OF BUSINESS OWNERSHIP</p> <p><input type="checkbox"/> CORPORATION      <input type="checkbox"/> LLC      <input type="checkbox"/> OTHER</p> <p><input type="checkbox"/> PARTNERSHIP      <input type="checkbox"/> SUB-S</p> <p><input type="checkbox"/> SOLE PROPRIETOR      <input type="checkbox"/> TRUST</p>	
<p>SQ FOOTAGE AT LONE TREE LOCATION</p>		<p># OF EMPLOYEES AT LONE TREE LOCATION</p>

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

SIGNATURE (Applicant or Authorized Agent)	PRINT NAME (Applicant or Authorized Agent)	Title	Date
CITY USE ONLY	<p>FILE REGISTRATION &amp; TAX RETURN FORMS TO:</p> <p>City of Lone Tree                  PO Box 17987                  Denver, CO 80217-0987</p>	<p>CITY TAX RATES AND LICENSE FEES:</p> <p><b>SALES/USE TAX RATE: 1.8125%    LODGING TAX RATE: 6%    ADMISSION TAX RATE: 4%</b></p> <p><b>BUSINESS LICENSE ONLY FEE: \$10.00 (One Time Fee, No Renewal)</b></p> <p><b>COMBINED RETAIL LICENSE FEE: \$15.00 (Biennial License Subject to Renewal)</b></p>	



## INSTRUCTIONS FOR BUSINESS REGISTRATION AND SALES/USE TAX APPLICATION

1. Please complete the entire form.
2. The top portion of the form is for the purpose of gathering name, location, and contact information. Please provide all contact information requested to assist in setting up an accurate City business account.
3. Determine the type of license you need.  
**BUSINESS LICENSE ONLY:**  
A business license only account is for registrants that will not make any sales of tangible personal property, as defined in City Municipal Code Sec. 4-3-110, within the City of Lone Tree. These are typically service-based industries, such as accounting and law firms, insurance companies, child care facilities, etc. Although a business license only account will not be responsible for the regular filing of sales tax returns these accounts are still required to file & remit consumer use tax.  
  
**COMBINED BUSINESS & SALES TAX LICENSE:**  
A combined business and sales tax license is for all retailers that make sales of tangible personal property within the City of Lone Tree as defined under City Municipal Code Sec. 4-3-110. These accounts are set up to file sales tax return forms on a regular filing schedule. These accounts are also responsible for the remittance of consumer use tax due on business use purchases. Both the sales and use taxes due for these accounts are filed on the City's combined sales & use tax return form.  
  
All requests for licenses are reviewed and approved by the City's tax department. The tax department reserves the right to make final determination of the type of license issued based on the information provided on the application form.
4. Select your type of business. This information is needed to determine the type of license to issue to your business.
5. If you are making retail sales transactions within the City, please estimate the gross annual sales you expect to be making. This estimate is used to determine your filing frequency.
6. If you have a physical location within the City of Lone Tree, please include the square footage of your retail and/or office space and the number of employees employed at that physical location.
7. Select the type of ownership.
8. Request a filing frequency. All final determinations of filing frequency are made by the City's tax department.
9. DO YOU WANT THE CITY TO PROVIDE YOU WITH PRE-PRINTED SALES TAX RETURN FORMS? If so, select "Yes". If you do not wish to receive these pre-printed forms then select "No". If no selection is made the City will not be sending you pre-printed forms.
10. Is this a new business within Lone Tree or have you purchased an existing business?
11. Sign, print your name, provide your business title, and date this form.
12. Submit a license fee with this form. Business License Only: \$10.00 (no renewal, no expiration); Combined Retail License: \$15.00 (2 year license, renewal in even number years). Checks should be made out to the City of Lone Tree.
13. FOR BUSINESSES PHYSICALLY LOCATED IN LONE TREE: It is required that you complete the Lone Tree Police Department's Business Contact Form. Failing to submit the LTPD contact form with your business registration form may result in a delay when issuing your license.
14. Mail completed business registration form, license fee, and LTPD business contact form (if applicable) to the following address:  
  

City of Lone Tree  
PO Box 17987  
Denver, CO 80217-0987
15. The City will review your business registration form and assign you a City license number. This process can take four to six weeks to complete. You will be mailed a new license packet containing your business license, return forms (if applicable), and additional City information.

