



# Sales and Use Tax Information

## Sales Tax

The City of Lone Tree sales tax must be collected on all sales of tangible personal property at retail in the City, including items delivered into the City.

The City of Lone Tree collects its own sales tax, and a return must be filed even if there is no tax due.

Returns are due by the 20th of the following month. If the 20th falls on a weekend or holiday, the return is due the next business day. Returns must be postmarked on or before the due date to be considered timely.

## Online Sales Tax Filing

The City of Lone Tree is pleased to offer businesses the ability to submit tax return filings and tax payments online from a designated checking account or credit card (Visa, MasterCard or Discover).

[cityoflonetree.com/taxing-business-licensing](http://cityoflonetree.com/taxing-business-licensing)



## Tax Rates

SALES TAX	RATE
City of Lone Tree	2.50%
State of Colorado	2.90%
RTD	1.00%
SCFD	0.10%
Douglas County	1.00%
<b>Combined Rate</b>	<b>7.50%</b>

## What is Exempt from Sales Tax?

- Professional Services
- Sales of Human Prescriptions/Medical Supplies
- Cigarettes
- Motor Fuels
- Wholesale Sales
- Auto Mobile Sales
- All Sales of Food for Domestic Home Consumption
- Sales to Charitable Organizations or Government Entities
- Labor if Separately Stated on Invoices

For more details, you can access the entire City of Lone Tree Municipal Code at: [www.cityoflonetree.com/municipalcode](http://www.cityoflonetree.com/municipalcode)

# Use Tax

Use tax applies to every business located in the City of Lone Tree. The City of Lone Tree's Use Tax is 2.5%. Use tax is due when a legally imposed City Sales tax has not been paid or the City Sales Tax paid is less than 2.5%. Use tax may be due on purchases, rentals, or leases of tangible personal property that are stored, used, distributed, or consumed in the City of Lone Tree.

## Lodging Tax

The Lodging Tax is imposed upon the renting or leasing of lodging accommodations in the City for less than 60 consecutive days on such renting or leasing. The Lodging Tax is **6.0%** of the total amount derived from the sale of lodging or accommodations.

### How do I know if I need to report Use Tax?

Review the purchase invoices for all consumable and fixed assets and check for the following:

- Was the invoice for the purchase, rental, or lease of tangible personal property?
- Did you pay City sales tax of less than 2.5%?
- Was the item stored, used, distributed, consumed, or delivered in the City of Lone Tree?

## Admission Tax

An Admissions Tax is charged to every person who pays to gain admission to any place or event open to the public. The Admission Tax is **4.0%** of the price of each admission.



## Licensing

All businesses operating in the City of Lone Tree must obtain a Business License or a Retail Sales & Use Tax License. This includes professional services, charitable organizations, home businesses, and temporary vendors.

- Licenses are nontransferable.
- The initial Business License (non-retail) fee is \$10.00
- Business Licenses (non-retail) do not expire and have no renewal fee. They are valid until the business is discontinued, sold, or revoked.
- Retail Sales & Use Tax Licenses expire on December 31st of each even number year (2-year license) and have a \$15.00 initial and \$15.00 biennial renewal fee.

The licensing process ensures that the City has current contact and notification information. Business owners must notify the Finance Department in writing if there are any changes to the license or company information.

# FAQs



### How often do I remit sales tax?

**Monthly** : If the tax is \$100 or more per month.

**Quarterly** : If the tax collected is between \$11 and \$99 per month.

**Annually** : If the tax collected is \$10 or less per month.



### Are taxes owed on the purchase of a business?

Yes, sales tax is due on the fair market value of furniture, fixtures, supplies, and equipment associated with the purchase of a business. Unpaid taxes from a prior owner also become the responsibility of the new owner.



### What happens if I'm late?

A penalty of 10% and interest of 1% per month (up to 18 months) will apply to all late sales tax returns.

## Have more questions?

Visit  
[cityoflonetree.com/finance](http://cityoflonetree.com/finance)

Call  
(720) 509 - 1017



## License Applications

License information and applications are available online at: [cityoflonetree.com/taxing-business-licensing](http://cityoflonetree.com/taxing-business-licensing) or by contacting the Finance Department at (720)-509-1017.