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Combined Retail License Fee - \$15.00 Business Only License Fee - \$10.00	<b>BUSINESS LICENSE AND SALES/USE TAX APPLICATION</b> Please Print Legibly	SALES/USE TAX: 2.5% LODGING TAX: 6%, ADMISSION TAX: 4%
REGISTERED NAME OF COMPANY		DOING BUSINESS AS (DBA) NAME
BUSINESS START DATE IN LONE TREE	FEIN OF SSN	STATE ID#
BUSINESS LOCATION PHYSICAL ADDRESS (No P.O. Box)		CITY, STATE
CORRESPONDENCE CONTACT NAME		CORRESPONDENCE PHONE
CORRESPONDENCE MAILING ADDRESS		CITY, STATE
MANAGER OR REGISTERED AGENT	MANAGER/AGENT PHONE	MANAGER/AGENT EMAIL
MANAGER OR REGISTERED AGENT MAILING ADDRESS		CITY, STATE
TYPE OF REGISTRATION REQUIRED 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 BUSINESS LICENSE ONLY FEE: \$10.00 (One Time Fee, No Renewal)      COMBINED RETAIL LICENSE FEE: \$15.00 (Biennial License Subject to renewal)		
TYPE OF BUSINESS ACTIVITY (PLEASE SELECT ONE)		
ACCOUNTING FIRM	AUTO SALES	INTERIOR DESIGN
CHILD CARE	BEAUTY SALON	LEASING COMPANY
CONSULTING SERVICES	CONTRACTOR - GENERAL	LIQUOR SALES
ENGINEERING SERVICES	CONTRACTOR - SUB	LODGING
FINANCIAL INSTITUTION	DISTRIBUTOR	MAINTENANCE
INSURANCE COMPANY	ENTERTAINMENT	MESSAGE THERAPY
MARKETING	FOOD SERVICES	MEDICAL SERVICES
REAL ESTATE	GOVERNMENT	OFFICE SUPPLIES
	HEALTH CLUB	RELIGIOUS - EXEMPT
		RESIDENTIAL BUS.
		RESTAURANT
		RETAIL SERVICES
		SELF STORAGE
		SOLICITOR
		TELECOMMUNICATIONS
		TELEVISION-CABLE/SAT
		UTILITIES
		WHOLESALE
REQUEST FOR PRE-PRINTED SALES TAX FORMS	REQUESTED TAX REPORTING FREQUENCY?	NEW BUSINESS OR PURCHASE OF A BUSINESS?
NO - PREFER TO FILE ONLINE	MONTHLY (TAX LIABILITY \$100/MO OR MORE)	NEW BUSINESS IN LONE TREE
NO - FORMS REQUIRED	QUARTERLY (TAX LIABILITY \$11-\$99/Month)	BUSINESS ASSET PURCHASE
YES - SEND FORMS VIA EMAIL	ANNUAL (TAX LIABILITY \$10/MO OR LESS)	OTHER (EX: STOCK PURCHASE)
YES - SEND PAPER FORMS BY MAIL	OCCASIONAL (BUSINESS LICENSE ONLY)	
TYPE OF BUSINESS (PLEASE SELECT ONE)		ESTIMATED ANNUAL TAXABLE SALES (IF ANY)
CORPORATION	LLC	SQ. FOOTAGE OF LONE TREE LOCATION
PARTNERSHIP	SUB-S CORPORATION	# OF EMPLOYEES AT LONE TREE LOCATION
SOLE PROPRIETOR	TRUST	
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
ONLINE TAX RETURN FILINGS:	FILE REGISTRATION & TAX RETURN FORMS TO:	
<a href="http://www.XpressBillPay.com">www.XpressBillPay.com</a>	City of Lone Tree PO BOX 17987 DENVER, CO 80217-0987	
		Revised 11/2023

## 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.

