

PERIOD COVERED

DUE DATE

ACCOUNT NUMBER

# CITY OF MONTROSE

## SALES/USE TAX RETURN

433 S. FIRST ST. • P.O. BOX 790 • MONTROSE, CO 81402-0790  
(970) 240-1465

**TAXPAYER'S NAME AND ADDRESS**

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<b>1.</b>	<b>GROSS SALES AND SERVICE</b> <small>(TOTAL RECEIPTS FROM CITY ACTIVITY SUBJECT TO REPORTING AND ACCOUNTING FOR REVERTY RETURN INC. ALL SALES, RENTALS, AND LEASES AND ALL SERVICES BOTH TAXABLE AND NON-TAXABLE)</small>		
<b>2A.</b>	<b>ADD: BAD DEBTS COLLECTED</b>		
<b>2B.</b>	<b>TOTAL LINES 1 &amp; 2A</b>		
<b>3.</b>	<b>A.</b> NON-TAXABLE SERVICE SALES <small>(INCLUDED IN ITEM 1 ABOVE)</small>		
	<b>B.</b> SALES TO OTHER LICENSED DEALERS FOR PURPOSES OF TAXABLE RESALE		
	<b>C.</b> SALES SHIPPED OUT OF CITY AND/OR STATE <small>(INCLUDED IN ITEM 1 ABOVE)</small>		
	<b>D.</b> BAD DEBTS CHARGED OFF <small>(ON WHICH CITY SALES TAX HAS BEEN PAID)</small>		
	<b>E.</b> TRADE-INS FOR TAXABLE RESALE		
	<b>F.</b> SALES OF GASOLINE AND CIGARETTES		
	<b>G.</b> SALES TO GOVERNMENTAL, RELIGIOUS AND CHARITABLE ORGANIZATIONS		
	<b>H.</b> RETURNED GOODS		
	<b>I.</b> PRESCRIPTION DRUGS		
	<b>J.</b> OTHER DEDUCTIONS (LIST)		
	<b>K.</b>		
<b>L.</b>			
<small>(TOTAL OF LINES 3 A THRU L)</small>			
<b>4.</b>	<b>TOTAL CITY NET TAXABLE SALES &amp; SERVICE</b> <small>(LINE 2B MINUS TOTAL LINE 3)</small>		

**COMPUTATION OF TAX**

<b>5. AMOUNT OF CITY SALES TAX: 3.5% OF LINE 4</b>			
<b>6. ADD: EXCESS TAX COLLECTED:</b>			
<b>7. ADJUSTED CITY TAX: (ADD LINES 5 AND 6)</b>			
<b>8. DEDUCT 1.33% OF LINE 7 (VENDORS FEE, IF PAID BY DUE DATE)</b>			
<b>9. TOTAL SALES TAX (LINE 7 MINUS LINE 8)</b>			
<b>10. CITY USE TAX: <small>(FROM SCHEDULE B)</small> AMOUNT SUBJECT TO TAX x 3.5% =</b>			
<b>11. TOTAL TAX DUE: (ADD LINES 9 AND 10)</b>			
<b>12.</b>	<b>(LATE FILING IF RETURN IS FILED AFTER DUE DATE THEN) ADD:</b>	<b>PENALTY 10%</b>	<b>INTEREST PER ANNUM 1.08%</b>
			<b>ENTER TOTAL →</b>
<b>13. TOTAL TAX PENALTY AND INTEREST DUE (ADD LINES 11 AND 12)</b>			<b>→</b>
<b>14.</b>	<b>ADJUSTMENT PRIOR PERIODS ATTACH COPY OF OVER OR UNDERPAYMENT NOTICE -</b>	<b>A - ADD:</b>	
		<b>B - DEDUCT:</b>	<b>→</b>
<b>15. TOTAL DUE AND PAYABLE: (MAKE CHECK OR MONEY ORDER PAYABLE TO CITY OF MONTROSE)</b>			<b>→</b>

**SCHEDULE - A: SPECIAL MESSAGE TO CITY**


I hereby certify under penalty of perjury that the statements made here are to the best of my knowledge true and correct.

BY \_\_\_\_\_  
COMPANY \_\_\_\_\_  
PHONE \_\_\_\_\_  
TITLE \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE COMPLETE THIS FORM ON REVERSE SIDE**

**SCHEDULE - B - CITY USE TAX**

The Montrose Municipal Code imposes a tax upon the privilege of using, storing, distributing or otherwise consuming in the City tangible property or taxable services purchased, rented or leased.

DATE OF PURCHASE	NAME OF VENDOR ADDRESS	TYPE OF COMMODITY PURCHASED	PURCHASE PRICE
<b>(A) LIST OF PURCHASES (IF ADDITIONAL SPACE NEEDED-ATTACH SCHEDULE IN SAME FORMAT)</b>			
			\$
<b>(B) TOTAL PURCHASE PRICE OF PROPERTY SUBJECT TO CITY USE TAX ENTER TOTAL HERE AND ON FRONT OF RETURN</b>			\$

**SCHEDULE - C - CONSOLIDATED ACCOUNTS REPORT**

This schedule is required in all cases in which the taxpayer makes a consolidated return which includes sales made at more than one location. It must be completely filled out and convey all information required in accordance with the column headings. If additional space is needed attach schedule in same format.

ACCOUNT NUMBER	BUSINESS ADDRESSES OF CONSOLIDATED ACCOUNTS	PERIODS TOTAL GROSS SALES (TOTAL TO LINE 1 FRONT OF RETURN)	PERIODS NET TAXABLE SALES (TOTAL TO LINE 4 FRONT OF RETURN)
		\$	\$
<b>ENTER TOTALS HERE AND ON FRONT OF RETURN</b>		\$	\$

<b>NEW BUSINESS DATE</b>		
MO.	DAY	YR.
<b>DISCONTINUED DATE</b>		
MO.	DAY	YR.

1. If ownership has changed, give date of change and new owner's name
2. If business has been permanently discontinued, give date discontinued
3. If business location has changed, give new address
4. Records are kept at what address? \_\_\_\_\_
5. If business is temporarily closed, give dates to be closed
6. If business is seasonal, give month of operation
7. If this return includes sales for more than one location, refer to and complete schedule "C"

SHOW BELOW CHANGE OF OWNERSHIP, NAME AND/OR ADDRESS, ETC.
