



Tax License Application

CITY OF GREENWOOD VILLAGE
6060 South Quebec Street
Greenwood Village, Colorado 80111
303-486-8299

General Information

Business Name: _____

Trade Name (DBA): _____

Business Physical Address: _____
Street (Include Suite Number) City State Zip Code

Mailing Address: _____
Street (if different than Business Address) City State Zip Code

Business (Local) Phone Number: _____ First Day of Business in Greenwood Village: _____

Contact Information for Tax Related Matters:

Name E-mail Address Telephone Number

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Type of Ownership: ___Sole Proprietor___Partnership___Corporation___LLC___Other (All exempt organizations must include copy of 501(c) (3) form)

List Owner(s) or Corporate Officer(s): (attach supplemental sheet, if necessary)

Name Address Telephone Number

Name Address Telephone Number

Name Address Telephone Number

Federal Employer I.D. (FEIN): _____

2017 NAICS Code: _____

(A link to the 2017 NAICS Codes is available at www.greenwoodvillage.com)

Nature of Business: _____
(Description of Goods Sold or Services Provided. Food Establishments Must Supply a Copy of Approved Tri-County Health License)

Emergency Contact: _____
Name Telephone E-mail Address

This information will be shared with the Greenwood Village Police for the sole purpose of contact in case of police or fire emergency. For this reason, please provide a local contact name. Attach supplemental sheet, if necessary.

Occupational Privilege Tax:

\$ _____
(License Fee)

All businesses located in the Village, as well as those with employees working in our community must obtain an Occupational Privilege Tax License. The tax consists of two portions, the employee portion and the employer portion. Both portions are \$2.00 per month (\$4.00 combined) and both apply when an employee earns \$250.00 or more in a calendar month. The employer is responsible for reporting and remitting both portions of the tax. A one-time application fee of \$10.00 is required at the time of licensing.

___ Monthly ___ Quarterly (Available if 10 or fewer employees)
___ Annual (Available if 2 or fewer employees)

Sales and Use Tax:

\$ _____
(License Fee)

If your firm conducts sales of tangible personal property at retail, a Sales and Use Tax License is required. The 3.0 percent municipal tax must be charged, collected and remitted directly to the Village for sales that take place in our city.

Virtually every business located in the Village will have a use tax liability. Use tax eliminates any sales tax advantage that out-of-Village retailers may have. If a retail vendor fails to collect and remit the correct sales tax, the purchaser may owe a "use tax" to the Village.

A one-time application fee of \$10.00 is required at the time of licensing.

___ Monthly ___ Quarterly (Only if tax due is \$180 or less)

Lodging Tax:

The 3.0 percent Greenwood Village Lodging Tax applies to all lodging services furnished within the Village. This is in addition to the 3.0 percent Greenwood Village Sales Tax. Every furnisher of lodging services is required to collect this tax and remit it to the Village on a monthly basis. No application fee is required.

___ Monthly

This Section Applies Only to Businesses Located in Greenwood Village:

Approximate Square Footage of Business: _____

Number of Employees at this Location: _____ Number of Vending Machines on Site: _____

Did you Purchase this Business? _____ if yes, please provide date of acquisition: _____

Prior GV Tax License Number or Name of Former Business: _____

Purchase Price of Business: _____

Price of Tangible Personal Property (i.e. Furniture, Fixtures, Computer Hardware and Software): _____

Applicant's Name/Title Signature Telephone Number

Section Completed by City Staff:

Account Number: Date Entered:
OPT Filing Frequency: Lodging Filing Frequency: Sales/Use Filing Frequency:

Mail Form and Payment to: City of Greenwood Village
6060 South Quebec Street
Greenwood Village, Colorado 80111