



COLORADO • SINCE 1878

### Specific Instructions for the Use Tax Calculation Spreadsheet

This spreadsheet's purpose is to assist you in calculating the City of Louisville use tax due for all taxable goods/services on which Louisville sales tax was not charged to you. This should not include items resold in the normal course of your business. If you need more rows than are provided on the worksheet, please use a second copy of the worksheet and add the totals together.

Be sure to use the appropriate section of the worksheet for calculating the use tax as the calculation is dependent on where the commodity was purchased and what sales tax was originally paid.

- Part 1 should be used for commodities purchased with no sales tax paid originally
- Part 2 should be used for commodities purchased within Boulder County with sales tax paid originally
- Part 3 should be used for commodities purchased outside Boulder County with sales tax paid originally

Shown below are instructions and descriptions of the type of information that should be included in each column of the spreadsheet.

- City of Louisville Use Tax Due-This is the amount of use tax that is still due to the City of Louisville and needs to be included on the City of Louisville Sale/Use Tax Return. This is calculated by multiplying the purchase price before taxed by the City of Louisville Use Tax Rate of 3.5% and subtracted and sales taxes paid when originally purchased.
- City of Louisville Use Tax Rate-The use tax rate for the City of Louisville is 3.5%.
- Estimated Total Use Tax Due-This is column is used to estimate the total amount of use tax that may be due to the State, RTD, and the City of Louisville combined. This calculation is optional because it is not necessary to complete this column to calculate this amount of use tax due to the City of Louisville. However it can be used to estimate the additional use tax due to the State and RTD.
- Purchase Date-This is the date that the commodity was purchased. Typically this is the date shown on the receipt or invoice.
- Purchase Price Before Taxes-This is the subtotal for the commodity before any taxes are paid. This should exclude any freight or shipping costs that are separately stated on the invoice or receipt.
- Purchase Price After Taxes-This is the total paid for the commodity after taxes were paid. This should exclude any freight or shipping costs that are separately stated on the invoice or receipt.
- Rate of Sales Tax Paid-This is the percentage of sales tax paid on the before tax purchase price.
- Sales Tax Paid-The tax paid is the difference between the purchase price before taxes and after taxes.
- Sales & Use Tax Rate-Purchased in Boulder County-This is 8.4%, including the .80% Boulder Sales Tax, 2.9% State Sales/Use Tax, 1.2% RTD Sales/Use Tax, and 3.5% City of Louisville Sales/Use Tax. Type of Commodity Purchased-This is the type of service or item that you bought. You can list the specific item or general category of the purchase. For example, you could describe the purchase of printer paper as paper or office supplies.
- State & RTD Use Tax Due-The State collects State (2.9%) and RTD (1.2%) Use Tax. Based on the information that was entered in this worksheet, the estimated amount of State and RTD use tax due is highlighted in orange. Please be aware that there are some differences in what the State and the City of Louisville consider subject to use tax.

- Type of Commodity Purchased-This is the type of service or item that you bought. You can list the specific item or general category of the purchase. For example, you could describe the purchase of printer paper as paper or office supplies.
- Use Tax Rate-Purchased outside of Boulder County- This is 7.6%, including the 2.9% State Sales/Use Tax, 1.2% RTD Sales/Use Tax, and 3.5% City of Louisville Sales/Use Tax.
- Vendor Address-This is the address of the company or person that sold the commodity to you.
- Vendor Name-This is the name of the company or person that sold the commodity to you.