



COLORADO • SINCE 1878

## Specific Instructions for Sales/Use Tax Return

Be sure to:

- File each return **even when no tax is due**.
- Read the specific instructions before completing the return.
- Complete the return which corresponds to the period for which you are filing.
- Complete the entire return including SIGNATURE.
- Make your check payable to the City of Louisville and remit with WHITE copy of return.

Returns must be filed with the City of Louisville, 749 Main Street, Louisville, CO 80027, on or before the 20<sup>th</sup> day of the month following the close of the reporting period. Mailed returns must be postmarked by the 20<sup>th</sup> day of the month. If the 20<sup>th</sup> falls on a weekend day or national holiday, the return is due the next business day.

- Line 1 GROSS SALES AND SERVICE: Report all receipts for the period covered; include all sales (retail, wholesale, exempt), all rentals and leases; all services rendered; and all amounts both taxable and nontaxable. Do not include sales tax collected.
- Line 2A BAD DEBTS COLLECTED: Report the bad debts collected which were previously deducted on Line 3D (Bad Debts Charged Off).
- Line 2B TOTAL LINES 1 AND 2A: Add lines 1 and 2A.
- Line 3 DEDUCTIONS: The following items are exempt from taxation.
- 3A Deduct all services which are nontaxable (included in line 1).
  - 3B Deduct sales made to other licensed retailers who purchase merchandise for the purpose of resale to the consumer.
  - 3C Deduct all sales delivered to a purchaser outside the City limits of Louisville if delivery is made by common carrier, conveyance by the seller, or by mail to the purchaser outside the City of Louisville.
  - 3D Deduct all sales which were originally taxable sales and which you deem "uncollectible/bad" and have written off as such.
  - 3E Deduct the value of property traded-in, which will be resold in the usual course of business.
  - 3F Deduct all sales of gasoline and cigarettes.
  - 3G Deduct all qualifying sales to exempt organizations.
  - 3H Deduct all sales which were returned by the purchaser and were previously reported as net taxable sales.
  - 3I Deduct all sales of prescription drugs and prosthetic devices.
  - 3J-3M Deduct all other exemptions not covered on Lines 3A through 3I. Other deductions must be explained in space provided.
- Line 3 TOTAL DEDUCTIONS: Total all deductions claimed in Lines 3A through 3M.
- Line 4 TOTAL CITY NET TAXABLE SALES AND SERVICES: Subtract TOTAL DEDUCTIONS on Line 3 from Line 2B.
- Line 5 AMOUNT OF CITY SALES TAX: Report the amount of sales tax calculated by multiplying Line 4, "Total City Net Taxable Sales and Services," by Louisville's effective sales/use tax rate.
- Line 6 EXCESS TAX COLLECTED: Report the amount of tax collected in excess of the effective rate of tax levied on retail sales.
- Line 7 ADJUSTED CITY SALES TAX: Add Lines 5 & 6.
- Line 9 CITY USE TAX (from Schedule B): Report the amount paid for all taxable goods/services on which Louisville sales tax was not charged to you. Do not include items resold in the normal course of your business.
- Line 10 ADDITIONAL USE TAX DUE: Report any additional use tax due (i.e. items taken out of inventory for personal use, assets acquired in the purchase of a business, etc.).
- Line 11 TOTAL TAX DUE: Amount from Line 7, 9 & 10.
- Line 12 LATE FILING: Report the penalty assessed for filing after the due date. The penalty is 10% of line 11, or a minimum of \$15, whichever is greater. Report the interest which is 1% per month of Line 11. Enter the total penalty and interest on Line 12.
- Line 13 TOTAL TAX, PENALTY, AND INTEREST DUE: Add Line 11 and Line 12.
- Line 14 ADJUSTMENTS FOR PRIOR PERIODS: A City Notice will be sent to any taxpayer who has underpaid taxes due, or overpaid taxes due. Attach a copy of the notice to your return and show underpayments due the City on Line 14(A) and credits due to you on Line 14(B).
- Line 15 TOTAL DUE AND PAYABLE: Make check or money order payable to City of Louisville, sign and remit with WHITE copy of return.