City of Louisville

COLORADO • SINCE 1882

Specific Instructions for Disposable Bag Tax Return

Filing Frequency – Quarterly
DUE Date – on or before the 20th day of the month following the end of the quarter

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 return.

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

Line 1 NUMBER OF DISPOSABLE BAGS DISTRIBUTED: Report the number of disposable bags distributed to customers during the period covered, less the number of disposable bags distributed to customers under federal or state food assistance programs.

Line 2 DISPOSABLE BAG TAX DUE: Report the amount of disposable bag tax due by multiplying Line 1 "Number of Disposable Bags Distributed" by Louisville's effective bag tax rate.

Line 3 EXCESS TAX COLLECTED: Report any amount of disposable bag tax collected in excess of the effective rate of tax levied on disposable bags.

Line 4 TOTAL DISPOSABLE BAG TAX DUE: Add Lines 2 & 3.

Line 5 VENDOR FEE DEDUCTION: Report the calculated vendor fee deduction amount by multiplying Line 1 "Number of Disposable Bags Distributed" by the vendor fee rate.

Line 6 TOTAL ADJUSTED BAG TAX DUE: Subtract Line 5 from Line 4.

Line 7 LATE FILING: Report the penalty assessed for filing after the due date. The penalty due is 10% of line 6, or a minimum of $15, whichever is greater (enter on Line 7A). Report the interest assessed for filing after the due date. The interest due is 1% per month of Line 6 (enter on Line 7B). Enter the sum of penalty and interest due (Lines 7A & 7B) on Line 7.

Line 8 TOTAL DUE AND PAYABLE: Add Lines 6 & 7. Make check or money order payable to City of Louisville, sign and remit with return.