City of Louisville
COLORADO ▪ SINCE 1878

City of Louisville Tax Overview

Filing Frequency

A taxpayer whose monthly sales or use tax due is one hundred dollars ($100.00) or more shall file returns and pay tax monthly.

A taxpayer whose monthly sales or use tax due is less than one hundred dollars ($100.00) may file a return and pay tax quarterly.

A taxpayer whose annual sales or use tax due is between $25 - $99 may file a return and pay tax semi-annually.

And, a taxpayer whose annual sales or use tax due is less than $25 may file a return and pay tax annually.

A sales tax return is due and must be filed according to the above filing frequencies whether or not sales tax is due. Service-based businesses that do not collect sales tax are still required to remit a sales/use tax return even if there is no use tax liability.

The reporting period for a final return shall end on the date of the transfer of ownership or closure of a business and the return shall be due within 30 days.

Electronic Form

The City of Louisville has an electronic self-calculating Sales/Use tax form as an alternative to paper forms for taxpayers. The electronic form will calculate the amount of city tax owed based on the amounts you enter on the form, including any penalty or interest due. This form is available for you on our web site (www.louisvilleco.gov), under **I Want To**, "Manage My Business/Tax Account." <u>You must call our office to receive a temporary password to use the account manager system. Call (303) 335-4524 or (303) 335-4570</u>.

All tax returns, including zero returns, may be filed and paid on-line through the City's web site.

All payments must be made by E-check or credit card.

If you do not want to pay on-line, but wish to use the self-calculating form, you may do so. Once you have completed the form, you **<u>must</u>** print a copy of the return to mail in with your payment.

Vendor Fee

There is no vendor/service fee deduction permitted in the City of Louisville.

Due Dates

Every licensed business shall file a Sales/Use Tax return, whether or not sales or use tax is due, and remit any such return with any tax due to the City on or before the twentieth (20^{th}) day of the month following your assigned reporting period.

Timely payment shall be evidenced by the postmark date if mailed; otherwise, timely payment shall be evidenced by the date on the receipt issued by the City Cashier. Any due date which falls on a Saturday, Sunday or legal holiday recognized by either the Federal government or State of Colorado shall be extended to the first business day following such weekend or holiday.

General Instructions

Changes or Closures: If one or more of the following occurs: 1) business moves 2) mailing address changes 3) business or trade name changes 4) business is sold 5) corporation merges with another corporation or 6) no longer in business, you must inform this Division of such changes by completing the appropriate section of any return and attaching any relevant documents. If the business ownership changes, the new owner may not use the previous owner's license or reporting forms. The new owner must apply for his/her own license/account.

Records: Records of both purchases and sales, including sales invoices and purchase orders, must be retained for a period of three years. The burden of proof for exempt sales rests with the seller. Retain copies of sales tax reports. Records must be open for inspection by authorized representatives of the Finance Director.

All sums of money paid by the purchaser to the seller as taxes shall be, and remain, public money and as property of the City. Failure to file a return and pay the taxes collected will result in an assessment from the City for an estimated amount of taxes due. Therefore, it is important to file a return and pay all taxes collected on a timely basis and to maintain sufficient records to prove the amount of taxes collected and paid, as the ultimate burden of proof is upon the taxpayer. The absence of sales or tax liability does not excuse a taxpayer from their obligation to file a return for any reporting period.

Louisville Taxable and Exempt Transactions

A comprehensive listing of sales and use taxable and exempt transactions are contained in Title 3, Chapter 3.20 of the Louisville Municipal Sales/Use Tax Code.

In addition, a detailed Tax Guide with the most frequently needed information is listed alphabetically on our website at: www.louisvilleco.gov/business/sales-tax-licensing-division.

Use Tax – Purchase of Existing Business, Relocation of Business, or Start-up of New Business

All tangible personal property such as furniture, fixtures, computers, equipment and supplies for use in your business is subject to City sales or use tax. Please note that local sales/use tax is **not the same** as personal property tax which is paid to Boulder County. A business must file an Initial Use Tax Return form with the City, and submit a copy of your sales contract, purchase agreement, or invoice copies that indicate the cost of the tangible personal property and the purchase date.

These documents must be remitted with your consumer use tax payment. Payment is due on or before the 20th day of the month following the date of purchase, relocation, or start of the business.

Use Tax

The City of Louisville imposed a voter approved consumer use tax effective January 1, 2011. Use tax is due for all items taxed by the City on which a lawful local sales tax was not paid. To help calculate the amount of use tax owed, you may use our self-calculating form. The consumer use tax rate effective January 1, 2018 is 3.65%.

The City of Louisville also collects a 3.65% use tax on building materials used for residential and commercial construction, and on motor vehicles. Use tax on building materials is collected by the City on permits at the time a building permit is issued. Motor vehicle use tax is collected at the time of registration by the Boulder County Clerk and Recorder's Office.

Tax & Licensing Division Web Site

For more information, visit
http://www.louisvilleco.gov/business/sales-tax-licensing-division

Or, email
salestax@louisvilleco.gov