Instructions for Completing the Edgewater Sales and Use Tax Return

- Be sure to keep a copy for your records. Returns and Payment must be postmarked no later than the 20th day of the month following the reporting period in order to be considered filed in a timely manner.

- If your return is not filed or postmarked on or before the due date for the period, a penalty of 10 percent of the tax due plus interest at the current statutory rate will be assessed.

- Failure to file by the due date will result in the automatic revocation of the Service Fee.

- Please refer to Edgewater Municipal Code at **www.edgewaterco.com** for a detailed description of what is allowed as a deduction and/or exemption.

- Questions can be emailed to salestax@edgewaterco.com or call 720-763-3003.

- If you owe no taxes – you still need to file a "zero tax return" and sign and date your return. A zero tax return may be faxed to 303-238-7192 or emailed in PDF format to salestax@edgewaterco.com.

- Retain a copy of both parts of this form for your records.

Line 1 – Gross Sales and Service: Enter total amount of sales and service for the period. Do not include sales tax collected.
Line 2A –Add Bad Debts Collected: Enter total amount of sales collected that were written off on line 3D of previous returns.
Line 2B – Total 1 & 2A
Line 3A – Non-taxable Service: Enter amount of non-taxable services (labor, service charges) included in Gross Sales & Service (Line 1)
Line 3B – Sales for Resale: Enter amount of sales to customers for purposes of resale. Be sure to keep copies of your customers Colorado resale certificates on file for verification purposes. If you do not obtain a copy of their resale certificate, sales tax must be charged.
Line 3C – Shipped out of City: Enter amount of sales delivered out of your taxing area for this location only.
Line 3D – Bad Debts: Enter amount of taxable sales reported as taxable on a prior return which have since proved to be uncollectable.
Line 3E – Trade-ins for Resale: Enter the dollar amount of credit allowed on goods which were taken in trade for resale.
Line 3F – Gas & Cigarettes: Enter the amount of sales for fuel used to operate internal combustion engines and the amount for cigarettes.
Line 3G – Govt, Religious & Charitable: Enter sales defined in the exemption code; http://colocode.com/edgewater/edgewater_04.pdf
Line 3H: Returned Goods: Enter the amount of returned goods that were reported as taxable on a previous return.
Line 3I: Prescriptions: Enter the amount of sales of prescription drugs, medical supplies and prosthetic devices for humans and animals.
Line 3J: Other Deductions: Enter amount of non-taxable goods and services that are not included on other lines. Attach a separate sheet describing deductions.
Line 4: Total Deductions: Add total deductions from lines 3A through 3J and enter it here.
Line 5: Net taxable: (Line 2B less Total Deductions)
Line 6: City Sales Tax (3.5% of Line 5)
Line 7- Excess Tax Collected: If you collect more tax during the period than your return shows, report it on this line.
Line 8: Adjusted City Tax: Total lines 6 & 7.
Line 9 – Service Fee: A service fee is a deduction allowed to the vendor for timely returns. It is not allowed on a delinquent return. Multiply Line 8 by 2% and enter that amount here. Fee cannot exceed $200.00.
Line 10 - Total Sales Tax: Line 8 minus line 9.
Line 11 –Amount Subject to Use Tax: Enter the amount of purchases subject to use tax for which no City of Edgewater sales tax was paid and multiply that amount by 3.5% (0.035). Fill out Schedule B on the Sales & Use Tax Form to calculate use tax.
Line 12A – Total Tax due (Add lines 10 & 11)
Lines 12B & 12C– Penalty and Interest: If return is received after the due date a penalty and interest is due. Multiply Line 11 x 10% (.10) and enter on line 12B. Multiply Line 11 by .0083 (10% per annum) and enter on Line 12C.
Line 13 – Total Tax, Penalty & Interest: Add lines 12A & 12B & 12C
Lines 14A and 14B – Add & Deduct: If you had an error on any prior returns and have received a notice from the City, enter them here.
Total Due & Payable: Total of Lines 13, 14A and 14B.

(State, County & Special District Reports must be filed with The State of Colorado separately on Form DR0100)

Make check payable to: City of Edgewater

Mail completed form (Schedules A & B) & payment to: City of Edgewater - Sales & Use Tax / 2401 Sheridan Blvd. / Edgewater, CO 80214

If the 20th falls on a holiday or weekend the return will be due on the next business day.