



Tax Department

300 West 4th Street

Craig, CO 81625

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Special Event Sales Tax License Procedures

APPLICATION CHECKLIST- (EVENT HOST)

1. Signed and completed Special Events Sales Tax License form.
2. Sign and initial license as evidence of processing/payment
3. \$10 fee payable to the City of Craig (not applicable for businesses with current City Sales Tax Licenses)
4. Bring white carbon copy of all vendor licenses for the event to City of Craig- Sales Tax Department before start date of special event along with licensing fees.

VENDOR CHECKLIST

1. Complete Special Event Sales Tax License form and submit to event host with payment for processing. Host will return top copy of license to vendor.
2. Vendors must keep original pink copy of license on display throughout the special event as evidence of licensing.
3. Vendors need to complete a Special Event Sales Tax Return and remit with payment to the City of Craig-Sales Tax Department on or before the 20th day of the month in the month following the event.
4. Original pink copy of license needs to be turned in with the sales tax return to ensure proper credit.

NOTES

- Special Event Sales Tax License Fee- \$10 per event per vendor per month.
 - a. Event host/owner is responsible for ensuring that all vendors have completed and paid for their Special Event Sales Tax License.
 - b. Event host/owner responsible submitting payments/applications for Special Event Sales Tax Licensing to the City of Craig Sales Tax Department prior to event start date.
- Each vendor is required to complete a special event Sales Tax license form if they are participating in an event.
- \$10 fee is an administrative fee for paperwork/payment/return processing for the special event.
- \$10 fee will be waived for vendors that hold a current City of Craig Sales Tax License.
- Special events Sales Tax returns will be completed on a paper form and submitted to the City of Craig Sales Tax Department on or before the 20th of the month following the special event.
- Late filing fee for Special Event Sales Tax is 10% penalty with a \$15 minimum.
- Monthly Interest Rate of 1.5% balance due on late payment remittances for Special Event Sales Tax.
- Payments for tax due can be made by cash, check, money order, or credit/debit card at the City of Craig Finance office. Credit card payments can be accepted over the phone. Check/money order payments can be mailed in.