

SPECIFIC INSTRUCTIONS FOR SALES TAX RETURN

LINE 1 GROSS SALES AND SERVICE: Report all receipts from City activity for the period covered; include all sales, both retail and wholesale; services rendered; rent receipts; and all amounts, both taxable and nontaxable, received in the conduct of your business. Include single and special event sales on this line and report on Schedule B on back of return.

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.

3B Deduct sales made to other City LICENSED retailers who purchase such merchandise for the purpose of resale to the consumer.

3C Deduct all sales delivered to the purchaser outside the City Limits of Steamboat Springs.

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 governmental, religious and charitable organizations.

3H Deduct all sales which were returned by the purchaser and were previously reported as net taxable sales.

3I Deduct all qualifying sales of prescription drugs and prosthetic devices.

3J Deduct all qualifying food stamp and federal special supplement program sales.

3K-3L Deduct all other exemptions not covered on Lines 3A through 3J. Other deductions must be explained in space provided. Building permit sales are an example of an "other" deduction.

LINE 3 TOTAL DEDUCTIONS: Total all deductions claimed in Lines 3A through 3L.

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. Calculate the sales tax by multiplying Line 4, "Net Taxable Sales and Services," by the 4.5% sales tax rate.

LINE 5A AIR SERVICE TAX: This tax applies to all items that are taxable per the City Tax Code sold after 01/01/2012. Indicate net taxable sales made after 1/1/12. Calculate the Marketing District Air Service tax by multiplying your Net Taxable Sales made after January 1, 2012 by the 0.25% sales tax rate.

LINE 5B ACCOMMODATIONS TAX: This applies to hotels, motels, B&Bs, apartments, condominiums, campgrounds, etc., that have short-term rents (under 30 days). Indicate taxable lodging sales. Calculate the accommodations tax by multiplying taxable lodging rentals by the accommodations tax rate of 1%.

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 TAX ON RESALE INVENTORY TAKEN FOR OWN USE: Indicate the amount of resale inventory taken for own use. Calculate the sales tax by multiplying the resale inventory used by the 4.5% sales tax rate.

LINE 8 TAX ON RESALE INVENTORY TAKEN FOR OWN USE: Indicate the amount of resale inventory taken for own use. Calculate the sales tax by multiplying the resale inventory used by the 0.25% Local Marketing District Air Service tax rate.

LINE 11 TOTAL TAX DUE: Add Lines 5 through 10.

LINE 12 LATE FILING: Report the penalty assessed for filing after the due date. The penalty is 10% of Line 11 or \$15, whichever is greater.

Report the interest, which is 1% per month of Line 11. Enter the total of penalty and interest in the appropriate space on Line 12.

LINE 13 TOTAL TAX, PENALTY, AND INTEREST DUE: Add Lines 11 and 12.

LINE 14 ADJUSTMENT PRIOR PERIODS: Add or deduct the applicable adjustment for any prior period returns. Attach copy of over or under payment notice.

LINE 15 TOTAL DUE AND PAYABLE: Make check or money order payable to City of Steamboat Springs, and remit with return to City of Steamboat Springs, Revenue Services, P.O. Box 772869, Steamboat Springs, CO 80477.