



City of Evans
Business And Sales Tax Office
1100 37th Street
Evans, CO 80620
(970) 475-1109

salestax@evanscolorado.gov
www.evanscolorado.gov

BUSINESS AND SALES TAX LICENSE APPLICATION INFORMATION SHEET

GENERAL INFORMATION:

- Application packets with missing information/documentation will not be processed.
- Email addresses are required.
- If your business has a physical location within Evans city limits, you must answer all line items on this application. For assistance in completing the application, please refer to the City of Evans zoning map located at the City of Evans website using this link https://www.evanscolorado.gov/media/Maps/zoning_map_2022.pdf. For additional assistance email hutrata@evanscolorado.gov.
- If your business does not have a physical location within Evans city limits, please skip the following line items: 8, 9, 13, 14, 15, 16, 17, 18, and 19.

ADDITIONAL FORMS:

- **Home Occupation Packet** – this packet must be completed to obtain a business license for a home-based business. Note: businesses that operate in a commercial location should not complete this packet. Send an email to salestax@evanscolorado.gov to obtain more information.
- **Lodging Addendum** – this addendum is required to be completed by entities that lease or rent hotel rooms, motel rooms, or other accommodations to any occupant. Send an email to salestax@evanscolorado.gov to obtain more information.
- **Private Security Service** – Additional documents are required for this type of business. Send an email to salestax@evanscolorado.gov to obtain more information.



**CITY OF EVANS, COLORADO
BUSINESS AND SALES TAX LICENSE APPLICATION**

BUSINESS AND SALES TAX LICENSE FEE: \$25.00

Annual Renewal Due NOT LATER THAN December 31st

AFTER EXPIRATION DATE, RENEWAL FEES INCREASE TO \$50.00

Email electronic copies, mail or hand-deliver paper copies to :	For City Use Only:																								
<p>City of Evans Business And Sales Tax Office 1100 37th Street Evans, CO 80620 (970) 475-1109</p> <p>salestax@evanscolorado.gov www.evanscolorado.gov</p>	<table style="width:100%; border: none;"> <tr> <td style="width: 30%;">Monthly <input type="checkbox"/></td> <td style="width: 30%;">Sales Tax License</td> <td style="width: 40%;"><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Quarterly <input type="checkbox"/></td> <td>General Registration</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Annual <input type="checkbox"/></td> <td>NAICS Code</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td></td> <td>GEO Code</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td colspan="3" style="padding-top: 10px;">Amount Paid <input style="width: 95%;" type="text"/></td> </tr> <tr> <td colspan="3">Check No. <input style="width: 95%;" type="text"/></td> </tr> <tr> <td colspan="3">Property Zoning <input style="width: 95%;" type="text"/></td> </tr> <tr> <td colspan="3">Zoning Approval <input style="width: 95%;" type="text"/></td> </tr> </table>	Monthly <input type="checkbox"/>	Sales Tax License	<input style="width: 95%;" type="text"/>	Quarterly <input type="checkbox"/>	General Registration	<input style="width: 95%;" type="text"/>	Annual <input type="checkbox"/>	NAICS Code	<input style="width: 95%;" type="text"/>		GEO Code	<input style="width: 95%;" type="text"/>	Amount Paid <input style="width: 95%;" type="text"/>			Check No. <input style="width: 95%;" type="text"/>			Property Zoning <input style="width: 95%;" type="text"/>			Zoning Approval <input style="width: 95%;" type="text"/>		
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For Applicants to Complete: **Important: Please keep a copy of this application for your records.**

PLEASE COMPLETE APPLICATION IN FULL (Illegible and/or incomplete forms may be rejected)

1. Type of Ownership: Sole Proprietor Partnership Corporation Limited Liability Corp. Other
 a. If Other, please explain: _____
2. Taxpayer Name (Owner, Partners or Corporate Name): _____
3. Trade Name ("Doing Business As"): _____
4. Business Address: _____
5. Mailing Address (Street, City, State, Zip): _____
6. Business Phone No: _____ First Day of Business in Evans: _____
7. Web Site Address: _____ E-mail Address (required): _____
8. If business address property is not owned by you, enter **property owner's name and address** (Note – this must match Weld County Assessor records): _____
9. If business address property is not owned by you, enter **property owner's phone # and email address** (Note – this must match Weld County Assessor records) : _____
10. Nature of Business (Check all that apply): Wholesale Manufacturing Construction Service Retail
 Office Only Mail Order Communications/Telecom Finance/Insurance/Real Estate Warehouse
11. What is your main product/service? _____
12. Do you sell, distribute, deliver, or grow medical or recreational marijuana? Yes No
13. Is this business in a: Commercial Building Private Residence (if private residence, fill out Home Occupation Certificate form).
14. What is the zone district your proposed business is located in? _____
15. Answer all in this section:
 - a) Has the building or property been vacant for more than three months? Yes No
 - b) If a private residence, do your customers come to your home? Yes No
 - c) Is the property in compliance with all applicable building, fire, and zoning codes and ordinances? Yes No
 - d) Is the property or business license applicant in default under the Revenue and Finance Chapter of the City Code, or indebted or obligated in any manner to the City except for current uses? Yes No
16. If located in Evans, what are your hours of operation? _____
17. If located in Evans, approximate sq. ft. of business? _____

CITY OF EVANS, COLORADO BUSINESS AND SALES TAX LICENSE APPLICATION & RENEWAL APPLICATION (cont'd.)

18. No. of employees (include self): Full-time _____ Part-time _____
19. Do you have other locations in Evans? Yes No If "YES", a separate application must be completed per business location.
20. Contact Person: _____
Address (Street, City, State, Zip): _____
Phone and Email _____

SECTION TWO - All information provided in this section of the application is considered confidential.

21. Filing Frequency: \$300 tax/month or more, file monthly
Under \$300 tax/month, file quarterly
\$300 tax/year or less, file annually
22. List Owner(s) or Corporate Officers (attach supplemental sheet if necessary):
Name: _____ Position: _____ Phone: _____
Home Address (Street, City, State, Zip): _____
Email _____
List Owner(s) or Corporate Officers (attach supplemental sheet if necessary):
Name: _____ Position: _____ Phone: _____
Home Address (Street, City, State, Zip): _____
Email _____
23. Accountant or CPA or Local Manager (person who can provide sales tax information if needed)
Name: _____ Position: _____ Daytime Phone: _____
Home Address (Street, City, State, Zip): _____

24. Former Owner's Name (if applicable): _____ Former Owner's License No. _____
25. Former Name of Business: _____ Date of Purchase: _____
26. Did the purchase price include fixed assets, machinery, or equipment? Yes No Value \$ _____
27. State of Colorado Sales Tax License No.: _____ Federal Employer I.D. (FEIN): _____

I declare, under penalty of perjury in the second degree, that this application has been examined by me, that the statements made herein are made in good faith pursuant to Colorado and the City of Evans tax laws and regulations, and to the best of my knowledge and belief, are true, correct, and complete. Further, I declare, under penalty of perjury in the second degree, that the property owner (if other than myself) has been informed that I am submitting this business license application and is knowledgeable of my use of this property.

Signature: _____ Dated: _____
Printed Name: _____ Title: _____
Name of Person Completing this Document: _____

WHERE DO I GO TO GET INFORMATION ON LICENSING FOR THE STATE OF COLORADO?

When opening a new business in the State of Colorado call the Colorado Business Assistance Center, (303) 592-5920 in Denver, or (800) 333-7798 toll-free in Colorado for information. Taxpayers are still required to remit State and County taxes directly to the State of Colorado.

To obtain a sales tax, wage withholding tax, or other business tax account number, visit the Denver Service Center at 1375 Sherman St., Denver, or at the Fort Collins Service Center 1121 W Prospect Rd, Bldg D, Fort Collins or any Taxpayer Service Center in Colorado. You may also get the "Colorado Business Registration" Form (CR 0100) through the Colorado Department of Revenue web site at www.taxcolorado.com, or call the Taxpayer Helpline at (303) 238-7378.

Pursuant to Section 3.04.500 (I) of the City of Evans Tax Code "failure to obtain a renewal license by the December 31st expiration date shall result in payment of an increased renewal fee..."

Thank You