



**Town of Timnath**  
 Sales Tax Division  
 4800 Goodman Street  
 Timnath, CO 80547  
 (970) 224-3211  
 (970) 224-3217 (Fax)  
[www.timnathcolorado.org](http://www.timnathcolorado.org)

### RETAIL SALES TAX RETURN INSTRUCTIONS

A Retail Sales Tax Return must be filed for each reporting period, *even when there is no tax due*. Sales Tax information is reported and calculated on Schedule A. The Town does not have a Retailer's Use Tax, therefore Schedule B is not required to be completed at this time. Schedule C is specific to businesses with more than one location licensed with the Town - these businesses may be authorized to file a consolidated return, however they are still required to provide specific information for each licensed location.

SCHEDULE A		
1	GROSS SALES AND SERVICE	Record receipts for <b>all</b> sales, both taxable and non-taxable, for the period covered including the following: (Enter \$0.00 if no sales were made) <ul style="list-style-type: none"> <li>• Retail and wholesale sales</li> <li>• Services and labor rendered</li> <li>• Rental and lease receipts</li> </ul>
2A	ADD: BAD DEBTS COLLECTED	Add the bad debts collected in this reporting period that were deducted in any previous reporting period.
<b>2B</b>	<b>TOTAL LINES 1 AND 2A</b>	
3A	NON-TAXABLE SERVICE SALES	Deduct all services that are non-taxable (e.g., labor and professional fees, if separately stated on the invoice). Do not deduct fabrication labor, which is taxable.
3B	SALES TO OTHER LICENSED DEALERS FOR RESALE	Deduct sales made to other licensed retailer's who purchased your merchandise for the purpose of resale to the consumer.
3C	SALES SHIPPED OUT OF AREA	Deduct all sales delivered or mailed to a purchaser outside the Town of TIMNATH.
3D	BAD DEBTS CHARGED OFF	Deduct uncollected sales that were reported as taxable sales in a previous period. The sales must be "written off" and deemed uncollectible. If bad checks are deducted, only the portion of the returned check attributable to the purchase of taxable goods can be deducted.
3E	TRADE-INS FOR TAXABLE RESALE	Deduct the value given for goods traded-in that will be resold in the usual course of your business.
3F	SALES OF GASOLINE AND CIGARETTES	Deduct all sales of gasoline and cigarettes
3G	SALES TO GOV'T, RELIGIOUS, AND CHARITABLE ORGANIZATIONS	Deduct all sales to qualified exempt organizations. Documents that support the exemption must be kept on file.
3H	RETURNED GOODS	Deduct sales that were returned by the purchaser and were reported as taxable sales in a previous reporting period.
3I	PRESCRIPTION DRUGS / PROSTHETIC DEVICES	Deduct all qualifying sales of prescription drugs and prosthetic devices.
3J	OTHER DEDUCTIONS (LIST):	List any other deductions not listed above.
3K	BLANK	
3L	BLANK	
<b>3</b>	<b>TOTAL DEDUCTIONS</b>	Add Lines 3A through 3L

**NOTE: ALL DEDUCTIONS MUST BE PROPERLY DOCUMENTED OR THEY MAY BE DISALLOWED.**

Sales Tax Return Instructions (con't)

SCHEDULE A (con't)		
4	<b>TOTAL TOWN NET TAXABLE SALES &amp; SERVICE</b>	Subtract Line 2B from Line 3
5	AMOUNT OF TOWN SALES TAX (3.0%)	Multiply Total Town Net Taxable Sales and Service by Timnath's Tax Rate Line 4 x 3.0%.
6	ADD: EXCESS TAX COLLECTED	Report tax collected in excess of the appropriate combined sales tax rate.
7	<b>ADJUSTED TOWN TAX</b>	The total of Line 5 and Line 6
8	DEDUCT VENDOR FEE	Multiply Line 7 x 3.33% up to \$100 maximum amount allowed. The Vendor Fee is a percent of tax collected that the vendor is allowed to keep. <i>Skip this line if the <b>postmark date</b> is not on or before the due date of the 20th for the correct filing period.</i>
9	<b>TOTAL TAX DUE</b>	Line 7 minus Line 8.
10	GROSS SALES OF FOOD ITEMS	Record receipts for <b>all</b> food sales for the period covered (Enter \$0.00 if no food sales were made)
11	<b>TOTAL TAX DUE ON FOOD ITEMS</b>	Multiply Gross Sales of Food Items by Timnath's Food Tax Rate of 2.25% Line 10 x 2.25%.
12	<b>TOTAL TAX DUE INCLUDING FOOD</b>	Line 9 added to line 11
13 (a)	LATE FILING - PENALTY (When your return is postmarked after the due date)	Enter whichever is greater: \$10.00 or 10% of the total tax due including food. Line 12 x (10%) or \$10.00.
13 (b)	LATE FILING - INTEREST (When your return is postmarked after the due date)	Add the interest rate of 1% per month of total tax due including food. Line 12 x 1%.
14	<b>TOTAL TAX, PENALTY AND INTEREST DUE</b>	Add Lines 9 + 10 (a) + 10 (b)
15 (a)	ADD: PRIOR PERIOD ADJUSTMENTS	Add any underpayment from previous periods on Line 15 (a).
15 (b)	DEDUCT: PRIOR PERIOD ADJUSTMENTS	Subtract any overpayment from previous periods on Line 15 (b).
16	<b>TOTAL DUE AND PAYABLE</b>	Add Lines 14 and 15 A & B. Make check or money order payable to the TOWN OF TIMNATH, 4800 GOODMAN STREET, TIMNATH CO 80547.

**SCHEDULE B - NOT APPLICABLE**

**SCHEDULE C - CONSOLIDATED RETURNS** Businesses operating at two or more locations in the Town of Timnath must Schedule C on the bottom of the Sales Tax Return must be completed. The Please obtain permission from the Sales Tax Division, in writing, if you wish

**REPORTING PERIODS** Your filing status determines when you will report and remit sales tax. The

- If more than \$300 in tax will be remitted each month, you must file on a monthly basis.
- If less than \$300 in tax will be remitted each month, you may request to file on a quarterly basis. The Town may require a monthly filing status if the business becomes delinquent.
- If less than \$15 in tax will be remitted each month, you may request to file on an annual basis. The Town may require a monthly or quarterly filing status if the business becomes delinquent.

Note: All business changes must be noted on the form (business termination date, change of addresses), phone, e-mail address, business representatives, etc.)

**ALL RETURNS MUST BE COMPLETELY FILLED OUT AND SIGNED BY AN AUTHORIZED REPRESENTATIVE.**

**FOR FURTHER INFORMATION, PLEASE CONTACT THE SALES TAX DIVISION AT (970) 224-3211.**