



EXHIBITORS

How to Handle Colorado Sales Tax for the Rocky Mountain Book and Paper Fair.

For those of you who have exhibited before, we want you to know that there is a change in the process for securing your Sales Tax Event License and paying taxes to the State of Colorado that you collect at the fair. For those of you who are new to the fair, the process is easy to navigate.

The first question you need to answer? Do I have a State of Colorado Sales Tax License?

If the answer is YES, I have a State of Colorado Sales Tax License, you most likely already have an Event License, especially if you have exhibited previously at a Colorado event and collected Sales Tax.

To verify if you have an Event License and to get a copy of that license, please contact Norman Townley, Event Sales Tax Manager for the Colorado Department of Revenue, at 303-866-5643 or by email at norman.townley@state.co.us. There is no additional fee to obtain an Event License, if you already have a Colorado Sales Tax License. These Event Licenses are generally a two-year license. Contact the person above to verify your situation.

If the answer is NO, but I have exhibited at the RMBPF or other events in Colorado where I collected State Sales Tax in the last two years, you may, in fact, already have a Sales Tax Event License. You can contact Norman Townley, Event Sales Tax Manager for the Colorado Department of Revenue, at 303-866-5643 or by email at norman.townley@state.co.us and he will assist you in determining if you already hold a Colorado Event License.

If the answer is NO, I am sure I don't hold a Colorado Event License, you will need to apply for a license. The state requires that you apply before the event takes place. You can click on the links below to get the instructions and forms. The application can be done by completing the form and mailing to the department of Revenue. You do not need to be concerned if you have completed the form and submitted it by mail or electronically, to the Department of Revenue and you have not received the license before you leave home to travel to the fair. You simply need to bring a copy of the application form that you sent to the Department of Revenue. A Single Special Event License fee is \$8.00 for each event. If you need assistance, please contact Norman Townley, Event Sales Tax Manager for the Colorado Department of Revenue, at 303-866-5643 or by email at norman.townley@state.co.us

Once the fair is over, you can file and pay the sales tax online. Links that will assist you with completing the Application and Filing the Taxes



<http://www.rmaba.org/rmbpf/ColoradoSalesTaxInfo.pdf>
<http://www.rmaba.org/rmbpf/DR0589.pdf>

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