

CITY OF PUEBLO  
FINANCE DEPARTMENT-SALES TAX DIVISION  
P.O. BOX 1427  
PUEBLO, CO 81002



**S1**

(719) 553-2659 – Office  
(719) 553-2657 - Fax

**ONE TIME**

**SALES/USE TAX REMITTANCE FORM**

DATE \_\_\_\_\_ PHONE \_\_\_\_\_  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
IF SUBCONTRACTOR, PLEASE LIST GENERAL CONTRACTOR AND JOB:  
\_\_\_\_\_

**Sales Tax**

**Use Tax**

SALES TAXABLE AMOUNT _____	USE TAXABLE AMOUNT _____
TAXABLE AMOUNT x 3.7% = Tax _____	TAXABLE AMOUNT x 3.7% = Tax _____
PENALTY = Tax x 10% = _____	PENALTY = Tax x 10% = _____
INTEREST 1% per month of tax _____	INTEREST 1% per month of tax _____
TOTAL DUE _____	TOTAL DUE _____

**Instructions**

**ONLY USE THIS FORM IF YOU ARE NOT LICENSED WITH THE CITY OF PUEBLO**

This form is to be used **only** for a one-time tax remittance. Licensing must be secured if Sales and/or Use Tax liability is ongoing. Completeness and accuracy of this form will ensure proper recognition of payment.

- Date:** When form is completed and sent.
- Phone:** If questions arise we need to contact you.
- Name:** The name of the business remitting taxes.
- Address:** In the event correspondence needs to be sent.
- Subcontractor:** Provide name of General Contractor you are working for and job site location.
- Taxable Sales:** Gross amount of sales where sales tax has been charged to your customer.

**Use Taxable Amount:** Gross amount of material and/or equipment used or consumed on the project. Credit will be given for any other City Sales Tax paid if tax rate paid is lower than 3.7% than the difference would be owed. If tax paid is equal or greater than 3.7% there is no tax due. In the event of an audit these records will need to be reviewed so it is recommended that you keep these records for at least 3 years.

- Sales Tax Rate:** 3.7% is the rate for both Sales and Use Tax.
- Total Due:** In order to determine tax owed take **Taxable Amount x .037 (tax rate) + Penalty + Interest = TOTAL DUE.**

If there are questions in completing this form please contact our office for assistance. **Do not remit State Sales Tax on this form.** Also, keep a copy of this form for your records.