

# APPLICATION FOR SALES TAX LICENSE

CITY OF GRAND JUNCTION FINANCIAL OPERATIONS (SALES TAX)  
250 NORTH FIFTH STREET, GRAND JUNCTION, COLORADO 81501 (970) 244-1521

**A \$10 NON-REFUNDABLE APPLICATION FEE MUST BE PAID WITH THE APPLICATION**  
**NOTE: application for License will be rejected unless all questions are fully answered.**

1. BUSINESS OWNER \_\_\_\_\_

2. TRADE NAME/DOING BUSINESS AS (DBA) \_\_\_\_\_

3. BUSINESS LOCATION \_\_\_\_\_  
Street Address City State Zip

4. MAILING ADDRESS \_\_\_\_\_  
P.O. Box or Street Address City State Zip

5. Business Location PHONE \_\_\_\_\_ Accounting PHONE \_\_\_\_\_

6. FEDERAL ID # \_\_\_\_\_ OR SOC. SEC. # \_\_\_\_\_

7. STATE OF COLORADO SALES TAX ACCOUNT NUMBER \_\_\_\_\_

8. Indicate type of ownership: \_\_\_\_\_ What do you sell?  
INDIVIDUAL \_\_\_\_\_ PARTNERSHIP \_\_\_\_\_ CORPORATION \_\_\_\_\_ OTHER \_\_\_\_\_

9. A. STARTING DATE OF RETAIL SALES IN GRAND JUNCTION: \_\_\_\_\_

B. HAVE YOU HAD PREVIOUS CITY TAXABLE SALES: YES NO

C. HAVE ALL OUTSTANDING TAXES BEEN FILED AND PAID: YES NO

D. CIRCLE: HOME BUSINESS STORE FRONT IN GJ OUT OF CITY FARMER'S MARKET

10. HOW MANY LOCATIONS WILL YOU HAVE IN THE CITY OF GRAND JUNCTION? \_\_\_\_\_  
*Separate Applications May be Required for Multiple Locations.*

11. LIST ANY SALES TAX LICENSES HELD WITH THE CITY OF GRAND JUNCTION CURRENTLY AND  
IN THE LAST THREE YEARS \_\_\_\_\_

12. ESTIMATE YOUR MONTHLY AMOUNT OF CITY TAXABLE SALES \$ \_\_\_\_\_

**\*Please Note: If you are a Sole Proprietor it is required by law that you provide a signed Affidavit of Lawful Presence, along with one of the forms of identification listed on the form.\***

NAME (please print) \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**IF YOUR BUSINESS IS LOCATED INSIDE CITY LIMITS YOU WILL NEED TO  
SUBMIT AN INITIAL USE TAX RETURN IN ADDITION TO YOUR APPLICATION**

\*\*\*\*\*OFFICIAL USE ONLY\*\*\*\*\*

FILING STATUS: MONTHLY \_\_\_\_\_ QUARTERLY \_\_\_\_\_ ANNUAL \_\_\_\_\_

INITIAL USE YES \_\_\_\_\_ NO \_\_\_\_\_ WHY \_\_\_\_\_

APPROVAL >>> PLANNING: \_\_\_\_\_ FINANCE: \_\_\_\_\_