



## BUSINESS & OCCUPATIONAL/SALES TAX LICENSE APPLICATION

**PLEASE FILL OUT BOTH SIDES OF APPLICATION COMPLETELY**

**A SEPARATE LICENSE SHALL BE OBTAINED FOR EACH BUSINESS LOCATION IN BRECKENRIDGE.**

### 1. APPLICANT INFORMATION

APPLICANT NAME (Sole Proprietor, Corporation, Partnership, LLC Name)	BUSINESS CONTACT PERSON
BUSINESS MAILING ADDRESS	CITY, STATE, ZIP

### 2. BUSINESS INFORMATION

TRADE NAME ("doing business as" name)	BUSINESS PHONE NUMBER
	EMAIL ADDRESS
	Your license fee includes membership with GoBreck, may we share your email address with them? <div style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </div>
STREET ADDRESS OF BUSINESS	BUSINESS FAX NUMBER
BUSINESS UNIT OR SUITE NUMBER	COLORADO SALES TAX NUMBER
BUSINESS ACTIVITY: Specifically describe your business activities. (i.e. if retail, what products you are selling) and a percentage for each activity (i.e. 60% retail - clothing; 40% ski rental)	_____ % activity _____ _____ % activity _____ _____ % activity _____
PLEASE ADD A COPY OF YOUR LEASE OR SCHEDULE # IF YOU OWN THE PROPERTY FOR SQUARE FOOTAGE _____	

### 3. OWNER INFORMATION

List names of Business Owners, Corporate Officers, Partners, or Members (attach additional page if necessary)

OWNER NAME	OWNER NAME
OWNER STREET ADDRESS	OWNER STREET ADDRESS
OWNER MAILING ADDRESS	OWNER MAILING ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP
RESIDENCE PHONE	RESIDENCE PHONE

### 4. BRECKENRIDGE SALES AND ACCOMMODATION TAX

The sale of tangible personal property at retail (including rental of tangible personal property) and certain services are subject to a two and a half percent (2.5%) sales tax. If more than \$40 in sales tax will be collected in any one month, you must file monthly. If less than \$40 in sales tax will be collected per month, you may file quarterly.

I will file taxes:  Monthly     Quarterly     N/A

Short-term rental of any hotel/motel room, condominium, house or other accommodation unit is subject to the accommodation tax of three and four-tenths percent (3.4%), in addition to the sales tax.

I will file accommodations tax:  Yes     No     N/A

Additional Town of Breckenridge Sales Tax information can be found at [www.townofbreckenridge.com](http://www.townofbreckenridge.com) or call (970) 453-3193.

Information concerning registering with the State of Colorado can be found at [www.sos.state.co.us](http://www.sos.state.co.us) Use Colorado Business Registration form CR100 (instructions are available at that site or call 1-800-333-7798 for business license hotline.

## 5. BUSINESS TYPE AND FEE

If your business is located within the Town limits, your type of business is one of the following:

- \_\_\_ IN-TOWN BUSINESS - any business operating from a fixed location within the Town. ANNUAL FEE: \$200 PLUS \$10 PER EMPLOYEE.  
 \_\_\_ Number of Employees (includes applicant, owner, manager, etc.) Number is based on the highest number of employees applicant intends to employ for any one month. Any person who works 20 hours or more per week is considered one full-time employee. Hours for part-time employees who work less than 20 hours per week shall be combined; each increment of 20 hours, or fraction thereof, is considered one employee.  

$$\$200 + \$ \text{ ___ } (\# \text{ of Employees } \times \$10) = \$ \text{ _____ }$$
- \_\_\_ IN-HOME OCCUPATION - any business legally operated from a residential structure in a residential district within the Town (requires approval from Department of Community Development). ANNUAL FEE: \$50.
- \_\_\_ LODGE - any premise consisting of multiple rental rooms held in common ownership, which shall include hotels, motels, bed & breakfasts, boarding houses and apartment buildings. All lodges shall pay the fee for an In-Town Business (above), plus \$50 per bedroom per annum. ANNUAL FEE: \$200 PLUS \$10 PER EMPLOYEE AND \$50 PER BEDROOM  

$$[\$200 + \$ \text{ ___ } (\# \text{ of Employees } \times \$10)] + \$ \text{ ___ } (\# \text{ of bedrooms } \times \$50) = \$ \text{ _____ }$$

If your business is not located within the Town limits, but you come into Town and do business, your type of business is one of the following:

- \_\_\_ REGULAR VENDOR - a vendor doing business within the Town in excess of four months each calendar year. ANNUAL FEE: \$100.
- \_\_\_ SEASONAL VENDOR - a vendor doing business within the Town for less than four months each calendar year. ANNUAL FEE: \$50.

## 6. LOCAL EMERGENCY NOTIFICATION (IN-TOWN BUSINESS ONLY)

All In-Town Businesses must provide one local emergency contact or "after hours" contact person. If business owner lives out of town, provide two local contacts.

NAME	STREET ADDRESS	PHONE

## 7. COMMUNITY DEVELOPMENT & BUILDING OFFICIAL (IN-TOWN & IN-HOME BUSINESSES ONLY)

All new applications for In-Town & In-Home Businesses are subject to review by the Community Development Department and/or the Building Department. Applicants must obtain signatures from one or both of these departments prior to issuance of the business license.

\_\_\_\_\_  
 Community Development

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Building Official

\_\_\_\_\_  
 Date

## 8. SIGNATURE

I declare under penalty of perjury in the second degree that the statements made in this application are true and complete to the best of my knowledge

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

When this form is completed and signed, return with payment to: Revenue Discovery Systems, Town of Breckenridge, P.O. Box 830471, Birmingham, AL 35283.

Additional information can be found at [www.revds.com](http://www.revds.com).

For assistance email [tmoores@revds.com](mailto:tmoores@revds.com) or call toll free 1-855-219-4336.