CITY OF GREELEY
SALES/USE TAX RETURN

1000 10th Street • Greeley, CO 80631
(970) 350-9733

TAXPAYER'S NAME AND ADDRESS

PERIOD COVERED
DUE DATE
ACCOUNT NUMBER

1.	GROSS SALES AND SERVICE (TOTAL RECEIPTS FROM CITY ACTIVITY MUST BE REPORTED AND ACCOUNTED FOR IN EVERY RETURN INCL ALL SALES, RENTALS, AND LEASES AND ALL SERVICES BOTH TAXABLE AND NON-TAXABLE)	
2A.	ADD: BAD DEBTS COLLECTED	
2B.	TOTAL LINES 1 & 2A	
3.	DEDUCTION	
	A. NON-TAXABLE SERVICE SALES (INCLUDED IN ITEM 1 ABOVE)	
	B. SALES TO OTHER LICENSED DEALERS FOR PURPOSES OF TAXABLE RESALE	
	C. SALES SHIPPED OUT OF CITY AND/OR STATE (INCLUDED IN ITEM 1 ABOVE)	
	D. BAD DEBTS CHARGED OFF (ON WHICH CITY SALES TAX HAS BEEN PAID)	
	E. TRADE-INS FOR TAXABLE RESALE	
	F. SALES OF GASOLINE AND CIGARETTES	
	G. SALES TO GOVERNMENTAL, RELIGIOUS AND CHARITABLE ORGANIZATIONS	
	H. RETURNED GOODS	
	I. PRESCRIPTION DRUGS / PROSTHETIC DEVICES	
	J. OTHER DEDUCTIONS LIST	
	K.	
	L.	
	3. TOTAL DEDUCTIONS (TOTAL OF LINES 3 A THRU L)	
4.	TOTAL CITY NET TAXABLE SALES & SERVICE (LINE 2B MINUS TOTAL LINE 3)	

City of Greeley

COMPUTATION OF TAX

5.	AMOUNT OF CITY SALES TAX **3.46%** OF LINE 4	
6.	ADD: EXCESS TAX COLLECTED:	
7.	ADJUSTED CITY TAX: (ADD LINES 5 & 6)	
8.		XXXX.XX
9.		XXXX.XX
10.	CITY USE TAX (FROM SCHEDULE B) AMOUNT SUBJECT TO TAX _____ x 3.46%=	
11.	TOTAL TAX DUE: (ADD LINES 7 AND 10)	
12.	(LATE FILING IF RETURN IS FILED AFTER DUE DATE THEN) ADD: PENALTY 10% / INTEREST PER MONTH 1% — ENTER TOTAL	
13.	TOTAL TAX, PENALTY AND INTEREST DUE (ADD LINES 11 AND 12)	
14.	ADJUSTMENT PRIOR PERIODS — A - ADD: / B - DEDUCT:	
15.	**TOTAL DUE AND PAYABLE:** (MAKE CHECK OR MONEY ORDER PAYABLE TO CITY OF GREELEY) TOTAL OF LINES 13 AND 14	

SPECIAL MESSAGE TO AND FROM CITY/TAXPAYER

____ CHECK HERE FOR BUSINESS CLOSURE / CHANGE OF OWNERSHIP
____ CHECK HERE IF CHANGE OF ADDRESS
COMPLETE THE REVERSE SIDE IF ANY OF THE ABOVE APPLY*** ALWAYS SIGN REVERSE SIDE OF FORM

SCHEDULE - A:

GROSS SALES OF FOOD FOR HOME CONSUMPTION INCLUDED IN LINE ONE (1)	

PLEASE COMPLETE THIS FORM ON REVERSE SIDE

SCHEDULE - B - CITY USE TAX

The Greeley Municipal Code imposes a tax upon the privilege of using, storing, distributing or consuming in the City tangible property or taxable services purchased, rented or leased.

DATE OF PURCHASE	NAME OF VENDOR ADDRESS	TYPE OF COMMODITY PURCHASED	PURCHASE PRICE
A) LIST OF PURCHASES (IF ADDITIONAL SPACE NEEDED-ATTACH SCHEDULE IN SAME FORMAT)			
			$
(B) TOTAL PURCHASE PRICE OF PROPERTY SUBJECT TO CITY USE TAX ENTER TOTAL LINE (B) ON LINE 10 ON FRONT OF RETURN			$

SCHEDULE - C - CONSOLIDATED ACCOUNTS REPORT

This schedule is required in all cases in which the taxpayer makes a consolidated return which include sales made at more than one location. It must be completely filled out and convey all information required in accordance with the column headings. If additional space is needed attach schedule in same format.

ACCOUNT NUMBER	BUSINESS ADDRESSES OF CONSOLIDATED ACCOUNTS	PERIODS TOTAL GROSS SALES (AGGREGATE TO LINE 1 FRONT OF RETURN)	PERIODS NET TAXABLE SALES (AGGREGATE TO LINE 4 FRONT OF RETURN
		$	$
ENTER TOTALS HERE AND ON FRONT OF RETURN		$	$

NEW BUSINESS DATE MO. | DAY | YR.

DISCONTINUED DATE MO. | DAY | YR.

1. If ownership has changed, give date of change and new owner's name
2. If business has been permanently discontinued, give date discontinued
3. If business location has changed, give new address
4. Records are kept at what address? _____
5. If business is temporarily closed, give dates to be closed
6. If business is seasonal, give month of operation
7. If the return includes sales for more than one location, refer to and complete schedule "C"

SHOW BELOW CHANGE OF OWNERSHIP, NAME AND/OR ADDRESS.

☐ BUS ADDRESS ☐ MAILING ADDRESS

I hereby certify under penalty of perjury, that the statements made herein are to the best of my knowledge, true and correct.

BY _____
COMPANY _____
PHONE _____
TITLE _____ DATE _____