



DO NOT SEND

DR 0594 (06/16/15)
COLORADO DEPARTMENT OF REVENUE
Denver CO 80261-0013

Renewal Application for Sales Tax License Instructions

General Instructions

This form is used to renew your existing sales tax license(s) for each physical location (site).

The fee for a two-year period is \$16 for each physical location.

Do not use this form to add physical locations. If physical locations are not shown, complete and send in the Colorado Sales Tax Withholding Account Application, CR 0100 to add new physical locations to your account.

If non-physical locations are not shown on the form, apply for non-physical sites by submitting an email to: dor_multilocations@state.co.us. Include the existing account number, city name, county, and location jurisdiction code from Form DR 0800. No fee is required for non-physical locations in which you do not have a business location but have a requirement to collect the local tax. These businesses are mainly telecommunications, public utilities, leasing companies, caterers and mobile vendors.

Anyone who sells at retail in Colorado without obtaining a sales tax license commits a class 3 misdemeanor and may also be subject to a civil penalty of \$50 per day to a maximum penalty of \$1,000.

For additional Sales Tax Licensing information, refer to FYI Sales 9.

Specific Instructions

Verify the information on this application is correct. Update changes to name and/or address on this form. If there is a change in ownership, you will need to send in the Colorado Sales Tax Withholding Account Application, CR 0100 to apply for a new account.

If one or more locations have been closed, draw a line through the locations and note the closed date.

If data shown is incorrect, draw a line through the incorrect data and insert the correct information.

Sales Tax License Number Verify the correct license number is listed. Use this account number for all sales tax references.

Total Fee(s) Owed If locations have been closed, recalculate the total due, cross out the figure in Total Fee(s) Owed and insert the correct figure.

Payment Information

Include the account number on your check to ensure proper credit. Attach remittance for the amount in **Total Fee(s) Owed**, sign and date the application and mail it with your payment to:

**Colorado Department of Revenue
Denver, CO 80261-0013**

Retain a copy of this application for your records.



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COLORADO DEPARTMENT OF REVENUE
Denver CO 80261-0013



Renewal Application for Sales Tax License

Date Received		Renewal Application License Period (MMYY-MMY)	
Last Name		First Name	Middle Initial
Address		City	State Zip
<input type="checkbox"/> Check If all business(es) sell cigarettes or tobacco products over the counter or by vending machine on their premises.			
Liability Information			
County / City / Industry		Activity	
Type	Sales Tax License Number	Year Due	Notice Date
The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.			Total Fee(s) Owed
			\$.00
Address		City	State Zip
License Number		Liability—Source Trans	Fee
Address		City	State Zip
License Number		Liability—Source Trans	Fee
Address		City	State Zip
License Number		Liability—Source Trans	Fee
Address		City	State Zip
License Number		Liability—Source Trans	Fee
Address		City	State Zip
License Number		Liability—Source Trans	Fee
Address		City	State Zip
License Number		Liability—Source Trans	Fee
Signature of Applicant		Title	Date





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Name		Account number	
Address	City	State	Zip
License Number	Liability—Source Trans		Fee
Address	City	State	Zip
License Number	Liability—Source Trans		Fee
Address	City	State	Zip
License Number	Liability—Source Trans		Fee
Address	City	State	Zip
License Number	Liability—Source Trans		Fee
Address	City	State	Zip
License Number	Liability—Source Trans		Fee
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License Number	Liability—Source Trans		Fee
Address	City	State	Zip
License Number	Liability—Source Trans		Fee
Signature of Applicant	Title	Date	

