



Sales Tax License Application Information

Sales Tax License Fee Schedule:	Nonrefundable fee is:
Businesses with a physical location in Loveland	\$20.00
Businesses with physical presence in Loveland	\$20.00
Mobile Vendor	\$20.00
Businesses with no physical presence or incidental presence	\$0.00

Physical Presence means, performing or providing services or selling, leasing, renting, delivering, or installing tangible personal property for storage, use, or consumption within the local taxing jurisdiction. Physical presence includes any of the following activities:

- A. Directly or indirectly by a subsidiary maintaining a building, store, office, salesroom, warehouse, or other place of business within the local jurisdiction;
- B. Sending one or more employees, agents, or commissioned salespersons into the local jurisdiction to solicit business, to install, assemble, repair, service, or assist in the use of its products, or for demonstration or other reasons;
- C. Maintaining one or more employees, agents, or commissioned salespersons on duty at a location within the local taxing jurisdiction;
- D. Owning, leasing, renting or otherwise exerting control over real or personal property sales within the local taxing jurisdiction;
- E. Engaging in activities within the taxing jurisdiction that are subject to other business, fire, zoning, or other regulations of the local jurisdiction; or
- F. Being subject to taxable privileges other than the requirements to collect sales tax imposed by the local taxing jurisdiction.

Incidental Physical Presence means, performing or providing services or selling, leasing, renting, delivering, or installing tangible personal property for storage, use, or consumption within the local taxing jurisdiction that occurs infrequently and is not regularly scheduled within the ordinary course of an individual or entity's business activities.

Incidental is considered fewer than two sales into Loveland in a year.



Sales Tax License Application

Revenue Division
500 East Third St., STE 110
Loveland, CO 80537

(970) 962-2708
FAX (970) 962-2927
salestax@cityofloveland.org
lovgov.org/salestax

Loveland does not have a Business License.

PART A - Registrant Information	1) Legal/True Name of Business (Last, First if Individual)				CITY USE ONLY	
	2) Trade Name (Doing Business As) (If Applicable)				Acct	Fee Due
	3) Location Street Address with Suite Number (No PO Boxes)				GEO	NAICS
	4) City				5) State	6) Zip Code
	7) Federal Employer ID				8) Colorado Sales Tax Account	
	9) Reason for Filing (check only one) <input type="checkbox"/> New Registration (Including registration of new location) <input type="checkbox"/> Update Information for License: _____ <input type="checkbox"/> Business Purchased or Merged (Complete Section D)			10) Location/Account Type (check only one): Physical Presence: <input type="checkbox"/> Business has a physical location/presence in Loveland No Physical Presence/Incidental: <input type="checkbox"/> Business with no physical presence/incidental in Loveland		
	11) Legal Entity Type (check only one): <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Other Entity Type _____					
	Licensing Information					
	12) Send Licensing Correspondence Care Of			13) Licensing Phone Number		14) Licensing E-mail Address
	15) Mailing Address for Licensing Correspondence					
16) City		17) State	18) Zip Code			
Tax Compliance Information						
19) Send Tax Correspondence Care Of			20) Tax Compliance Phone Number		21) Tax Compliance E-mail Address	
22) Mailing Address for Tax Correspondence						
23) City		24) State	25) Zip Code			
Third Party Preparer Information						
26) Preparer Name			27) Preparer Phone Number		28) Preparer E-mail Address	
29) Mailing Address for Third Party Preparer						
30) City		31) State	32) Zip Code			
33) Address where Tax Records may be Inspected (No PO Boxes)						
34) City		35) State	36) Zip Code			
PART B - Address & Contact Information						

This form has 2 pages. Both pages must be completed. Incomplete applications will be returned.

37) Legal/True Name of Business (From Part A, Line 1)	
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PART C - Officers	38) Name of principal officer, owner, partner, member, or manager	39) Telephone	40) Title		
	41) Address of principal residence	42) City	43) State	44) Zip Code	
	45) Name of other officer, owner, partner, member, or manager	46) Telephone		47) Title	
	48) Address of principal residence	49) City	50) State	51) Zip Code	
Additional officers, owners, partners, members, or managers may be included on attachments.					

PART D - Business Inception & Operations	52) Legal Name of Prior Registrant (if purchased or merged)		53) Prior FEIN (if available)	54) Purchase/Merge Date
	55) Start Date in Loveland	56) Date of First Sale in Loveland		
	57) Internet Address http://		Number of Employees at this Location	
			58) FT	59) PT
	60) Primary Business Type (check only one)			
<input type="checkbox"/> Retail <input type="checkbox"/> Leasing <input type="checkbox"/> Manufacturing			Wholesale Only & Non-Taxable Services are not required to have a city sales tax license.	
<input type="checkbox"/> Full Service Restaurant <input type="checkbox"/> Mobile Vendor <input type="checkbox"/> Construction/Retail Contractor				
<input type="checkbox"/> Lodging/Short Term Rental <input type="checkbox"/> Online/Internet Sales <input type="checkbox"/> Marketplace Facilitator				
61) Description of Goods Sold				
62) Requested Reporting Frequency				
<input type="checkbox"/> Monthly (Sales \$10,000/month) <input type="checkbox"/> Quarterly (Sales \$1,667-\$9,999/month) <input type="checkbox"/> Annually (Sales \$1,666/month)				

Note: Issuance of the sales tax license does not supersede other City ordinances which may prohibit this type of business operation within the city limits of Loveland.

Under penalties of perjury, I declare that I have examined this sales tax license application and it is true and correct to the best of my knowledge & belief.

Signature of Registrant or Authorized Agent



Signature

Date

Printed Name

Title

- √ Please answer all questions completely. Incomplete applications will result in a delay of issuing your license.
- √ Information on this application is subject to the Colorado Open Records Act (CORA).
- √ A separate application and license is required for each business location.
- √ Licenses with a physical location or presence will expire on December 31st of every year and a non-refundable fee will be required.
- √ Licences for businesses with no physical presence or incidental presence do not expire and are valid until revoked or cancelled.
- √ Make check payable to the City of Loveland.
- √ Mail application and fee if applicable to: City of Loveland Sales Tax, 500 E Third St., Ste 110, Loveland, CO 80537.
- √ Please allow up to 25 business days for processing from date application is received in our office.
- √ Please print neatly. Use additional sheet if necessary.
- √ A copy of the initial license will be emailed to license contact.