

**CITY OF FEDERAL HEIGHTS
INSTRUCTIONS FOR
SALES TAX LICENSE RENEWAL**

Businesses who do not have a physical address but who send employees, agents or commissioned sales persons into the City to solicit business or to install or repair tangible personal property or lease tangible personal property to an address located in the City are required to obtain a sales tax license. There is no fee for a sales tax license. Temporary vendors, peddlers and residential door to door solicitors (mobile food vendors, tent sales, temporary stands, residential door to door sales) have separate license requirements. To obtain a peddlers license or solicitors license please contact the City directly by calling 303-428-3526.

Sales tax licenses expire on December 31 each calendar year.

The renewal application should be completed and mailed to:

City of Federal Heights
2380 West 90th Ave.
Federal Heights, CO 80260

For additional information please contact the City at 303-428-3526 or if you would like this application faxed or mailed to you.

CITY OF FEDERAL HEIGHTS

SALES TAX LICENSE RENEWAL APPLICATION

Please complete the following renewal application and return it to the City of Federal Heights, 2380 West 90th Ave. Federal Heights, Colorado 80260.

Name of Business _____
Date of Application

Address of Business in Federal Heights _____
Business Phone Number

Mailing Address _____
Corporate Headquarters

Contact email address

State Sales Tax Number _____ Federal Employee ID number _____

Description of Primary Business Activity:

Nature of activities you wish permission to conduct (Please check all appropriate descriptions.)

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Retail Sales | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Warehousing |
| <input type="checkbox"/> General Sales | <input type="checkbox"/> Animal Care | <input type="checkbox"/> Repairs |
| <input type="checkbox"/> Wholesale Sales | <input type="checkbox"/> Automobile Services | <input type="checkbox"/> Deliveries |
| <input type="checkbox"/> Outside Repairs | <input type="checkbox"/> Amusements | <input type="checkbox"/> Liquor Sales |
| <input type="checkbox"/> Outside Storage | <input type="checkbox"/> Offices | <input type="checkbox"/> Recycling |
| <input type="checkbox"/> Food Preparation | <input type="checkbox"/> Construction | <input type="checkbox"/> Grocery |
| <input type="checkbox"/> Professional/Personal Services- (Specify) _____ | | |

There is no fee for a Sales Tax License.

Contact the Finance Department with questions at 303-428-3526 .

Signature _____
Date

Print Name

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CITY APPROVAL _____