

CITY OF PUEBLO  
FINANCE DEPARTMENT-SALES TAX DIVISION  
P.O. BOX 1427  
PUEBLO, CO 81002



**S1**

(719) 553-2659 – Office  
(719) 553-2657 - Fax

**ONE TIME**

**SALES/USE TAX REMITTANCE FORM**

DATE \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

IF SUBCONTRACTOR, PLEASE LIST GENERAL CONTRACTOR AND JOB:

\_\_\_\_\_

TAXABLE SALES \_\_\_\_\_ AND/OR USE TAXABLE AMOUNT \_\_\_\_\_

SALES TAX RATE x 3.7% \_\_\_\_\_ SALES TAX RATE x 3.7% \_\_\_\_\_

TOTAL DUE \_\_\_\_\_ TOTAL DUE \_\_\_\_\_

**Instructions**

**ONLY USE THIS FORM IF YOU ARE NOT LICENSED WITH THE CITY OF PUEBLO**

This form is to be used **only** for a one-time tax remittance. Licensing must be secured if Sales and/or Use Tax liability is ongoing. Completeness and accuracy of this form will ensure proper recognition of payment.

- Date:** When form is completed and sent.
- Phone:** If questions arise we need to contact you.
- Name:** The name of the business remitting taxes.
- Address:** In the event correspondence needs to be sent.
- Subcontractor:** Provide name of General Contractor you are working for and job site location.
- Taxable Sales:** Gross amount of sales where sales tax has been charged to your customer.
- Use Taxable Amount:** Gross amount of material and/or equipment used or consumed on the project. Credit will be given for any other **City Sales Tax** paid if tax rate paid is lower than 3.7% than the difference would be owed. If tax paid is equal or greater than 3.7% there is no tax due. In the event of an audit these records will need to be reviewed so it is recommended that you keep these records for at least 3 years.
- Sales Tax Rate:** 3.7% is the rate for both Sales and Use Tax.
- Total Due:** In order to determine tax owed take **Taxable Amount x .037 (tax rate) = TOTAL DUE.**

If there are questions in completing this form please contact our office for assistance. **Do not remit State Sales Tax on this form.** Also, keep a copy of this form for your records.