



Finance Department  
 P. O. Box 419  
 Alamosa, CO 81101  
 Phone: (719) 589-2593  
 Fax: (719) 589-4526

## LICENSE TO SELL AND COLLECT TAXES APPLICATION 2022

### \$15.00 FEE-RETAIL SALES TAX

NAME OF BUSINESS AND  
 MAILING ADDRESS:

NAME OF BUSINESS AND  
 PHYSICAL BUSINESS ADDRESS  
 (If different from mailing address)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

DRIVER LICENSE NUMBER & STATE: \_\_\_\_\_

IS THIS A HOME-BASED BUSINESS? YES/NO

IS THIS IS HOME-BASED BUSINESS CONDUCTING OVER THE INTERNET? YES/NO (NOTE: If yes, then any sales made to customers within the city limits of Alamosa are subject to city, county, and state sales taxes.)

IS THIS A BRICKS-AND-MORTAR-TYPE BUSINESS LOCATED OUTSIDE CITY LIMITS CONDUCTING BUSINESS IN ALAMOSA OVER THE INTERNET, TELEPHONE, CATALOG, MAIL, ETC.? YES/NO (NOTE: If yes, then this business will pay USE TAX.)

FEDERAL ID#: \_\_\_\_\_ (REQUIRED)      STATE ID#: \_\_\_\_\_ (REQUIRED)

DATE BUSINESS STARTED: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

TYPE OF BUSINESS (WHAT DO YOU DO OR SELL, AND TO WHOM): \_\_\_\_\_

PLEASE CHECK:

- Renewal                      A City License will be issued.
- New Applicant              A City License and a City account Number will be issued.
- One Time Sale              A City License will not be issued and the City Account terminated. **NO FEE.**
- MONTHLY                  If you collect taxes more than \$30.00 per month
- QUARTERLY                If you collect taxes between \$10.00-\$30.00 per month
- ANNUALLY                 If you collect taxes less than \$10.00 per month
- REMITTING USE TAX EXCLUSIVELY

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

### FOR ACCOUNTING AND FINANCE OFFICE USE ONLY

REGULAR FEE COLLECTED \_\_\_\_\_

MOBILE FEE COLLECTED: \_\_\_\_\_

LICENSE#: \_\_\_\_\_

RECEIPT # \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

MAILED: \_\_\_\_\_

NO FEE -USE TAX ONLY

TRANSIENT FEE COLLECTED: \_\_\_\_\_

TAX ACCOUNT NUMBER: \_\_\_\_\_

Complete and Return by January 31, 2022