

City of Colorado Springs

Tax Guide

Filing Requirements

Sales and Use Tax Returns

MONTHLY filing is required if the average monthly tax liability for the preceding 12 months exceeds \$200. The sales tax return is due on the 20th day of the month following the period covered by the return.

QUARTERLY filing is allowed if the monthly tax liability for the preceding 12 months averages \$200 or less. The due dates for the quarterly filings are April 20, July 20, October 20 and January 20.

ANNUAL filing is allowed if the annual tax liability for the preceding 12 months is \$50 or less. The return is due on the 20th day of January following the period covered by the return.

When mailing a return, the United States Postal Service postmark date is considered the date of filing. If the due date falls on a holiday or weekend, the return is due on the next business day.

Exceptions

If filing returns under the above rules create an unnecessary hardship because of the accounting method regularly employed (such as 13 periods per year, or a 4-4-5 week system), the taxpayer may apply, in writing, for permission to file on another basis.

Bars, liquor stores, restaurants, caterers, and street vendors are required to file monthly tax returns regardless of the average monthly tax liability.

Common Example

1. A national retail department store chain recently closed two stores in Colorado Springs. As a result, its average monthly Colorado Springs sales tax remittance dropped from \$9,000 to \$200 over the last six months. The department store could have its filing period changed from monthly to quarterly.

CS CODE SECTION

2.7.104 Words and Phrases:
Return, Tax
2.7.101, 2.7.102, 2.7.103,
2.7.106, 2.7.602, 2.7.801,
2.7.802, 2.7.803, 2.7.805

This guide provides an overview of specific subject matter and is not intended to be substituted for the full text within the City of Colorado Springs Tax Code.

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