



Tax and Licensing Frequently Asked Questions

Do I need a business license with the City?

The City of Castle Pines requires all businesses engaged in business in the City to obtain a Business License whether or not they are required to collect and remit sales tax. Businesses doing business in the City are required to comply with the City's tax laws.

What is the fee for a Business License and how long are they good for?

The City's biennial Business License is \$25. Business licenses expire on December 31st of the year following the date that the license is issued.

What is Sales Tax?

Sales tax is a "transaction tax" that is imposed upon the sale, purchase, and lease of tangible personal property and/or taxable services by persons doing business in the City.

Where do I file my company's sales tax return?

Beginning with sales made in January 2020, your sales tax return must be filed online directly with the City of Castle Pines. Filing online benefits your business.

- ✓ Save Money: Avoid late filing fees when you file online by the due date.
- ✓ Save Time: No need to mail the tax return or visit us in person.
- ✓ Quick Return Processing: Returns are more efficient when e-filed.
- ✓ Easy Math: Software will calculate how much tax is due for your site(s).

When do I begin filing the City's sales tax directly with the City of Castle Pines, instead of with the Colorado Department of Revenue?

The change is effective January 1, 2020*. The first reporting periods to be filed with the City are as follows:

| <u>Frequency</u> | <u>Period</u> | <u>Due Date</u> |
|------------------|----------------|-------------------|
| Monthly | January 2020 | February 20, 2020 |
| Quarterly | Quarter 1 2020 | April 20, 2020 |
| Annual | Annual 2020 | January 20, 2021 |

Tax reporting periods **due January 20, 2020 should still be filed with the Colorado Department of Revenue.*

When is sales tax due?

Sales tax is due 20 days following the end of the reporting period, typically monthly, or the 20th of the following month. If the 20th falls on a weekend or federal holiday, the due date will be observed on the next business day.

Am I required to file my company's Sales Tax Return online or can I file a paper return?

The City's Sales and Use Tax Return requires online filing. However, the City may allow exceptions to this requirement, but imposes a \$25.00 paper filing fee per return not filed online via the City's portal.



What payment options are available when filing or licensing online with the City?

The City accepts payment via ACH Debit on the online portal for licensing and tax payments. The City also accepts ACH Credit payments for Tax payments and you can find the City's ACH Credit Instructions on the City's website. Credit card payments are not currently accepted for payment of taxes or license fees.

Does the City charge late fees for tax returns not filed by the due date?

Yes. Tax returns that are not filed and/or taxes not paid by the due are subject to penalty and interest. Generally, the penalty is 15% of the total tax due and interest is 1.5% per month of the total tax due.

How do I amend my tax return?

If you made an error when filing your return, an amended return must be filed. You may file your company's amended tax return online.

Where can I view a copy of the City's Sales and Use Tax Ordinance?

The City's [Sales and Use Tax Ordinance](#) can be found on the City's website.

I am no longer doing business in the City of Castle Pines; how do I close my account/license?

Please complete the Account Closure Form on the City's website.

How can I update my company's account/license information?

You can update your company's information by completing the Account Update Form on the City's website.

Who do I contact if I have more questions?

We are happy to answer any questions regarding City taxes and licensing. We may be reached by contacting our Tax and Licensing Division as follows:

Email: salestax@castlepinesco.gov

Phone: 303-376-3565