



## FINANCIAL SERVICES DIVISION

**Sales Tax Administration**  
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Dear Special Event Vendors,

Thank you for planning to participate in a special event at The Ranch, the Larimer County Fairgrounds and Event Center. Before the event takes place, there are a couple of requirements that need to be met for sales tax.

You should have received a special event package from the **City of Loveland**. Please read through the information and follow the directions for the application and retail sales tax return. If you have any questions about either of these forms, you can reach the City of Loveland Sales Tax at 970-962-2708.

For the **State of Colorado and Larimer County**, you must have a Colorado State Sales Tax License or Colorado State Special Event License. If you already have a Colorado State Sales Tax License, please verify that Larimer County is written on it. If "Larimer County" is written in the left-hand corner you are ready to do business at the show.

If another county is listed, you will need a second location license. The State of Colorado Department of Revenue requires each location to have its own sales tax license because the number is tied to the taxing jurisdiction where the money will be sent. So if you collect and pay taxes collected at a show in Larimer County but submit it with a sales tax number with a different county listed on the license, the money will go to the other county. The fastest way to get the second license is to go directly to a Department of Revenue office. There is an office in Fort Collins at 1121 W. Prospect Road, Bldg. D (at the corner of Prospect and Shields). You can go into the office a day or two before the show and they can give a number right away. To get office hours for the Fort Collins' office, please call (970) 494-9805.

If you don't already have a Colorado State Sales Tax License, and this event is the only business you plan on doing in Colorado, you will need to fill out the State's Special Event License Application. This application meets both the State and County requirements for special events; no special event license is needed for Larimer County. A copy of the license application can be printed off the State's web site at [www.revenue.state.co.us/formnumber.html](http://www.revenue.state.co.us/formnumber.html). If you are applying for the license with less than a month before the event, it is suggested that you go to a Department of Revenue office to submit your application. They will give you a temporary license at that time. There is a Department of Revenue office in Fort Collins at 1121 W. Prospect Road, Bldg. D. This is the southwest corner of Prospect and Shields. You must have at least a temporary license to start.

The sales tax rate for special events held at The Ranch is 6.7%, which breaks down to 2.9% for the State of Colorado, 0.8% for Larimer County, and 3.0% for the City of Loveland. If you have any questions, you can contact the Fort Collins Department of Revenue in Fort Collins at (970) 494-9805 or Larimer County Sales Tax at (970) 498-5930.