

Sterling Sales/Use Tax # _____
 Vendor Name _____
 Address, City State Zip _____

 Period End Date _____ Due 20th of following month



P. O. Box 4000
 Sterling, CO 80751
 (970) 522-9700
 FAX (970) 521-0632

Sales / Use Tax Short Form Return

You may copy and use this form if you have no deductions from taxable sales.

- 1. Amount of total sales and services
- 2. 3% Sales Tax: Multiply Line 1 by 0.03.

(NOTE: Lines 3 through 10 may be skipped unless they apply to you. Just enter this amount on line 11.)

- 3. Any excess Sales Tax collected
- 4. Amount subject to Use Tax \$ _____ Multiply by 0.03.
- 5. Total excess Sales Tax and Use Tax (line 3 + line 4)
- 6. Are you mailing this form after the due date? If so add Penalty + Interest.
 - A. Penalty: 10% (0.10) of Line 2 + Line 5
 - B. Interest: 1% (0.01) PER MONTH of Line 2 + Line 5
- 7. Total of penalty and interest (line 6A + line 6B)
- 8. Add: Underpayment on prior return.
- 9. Deduct: Overpayment on prior return.
- 10. Total additions/deductions (line 8 - line 9)
- 11. Total due and payable (line 2 + line 5 + line 7 + line 10)

(Please make check or money order payable to "City of Sterling.")

<p>_____ Check here for permanent business closure.</p> <p>_____ Check here for change of address.</p> <p>_____ Check here for change of ownership.</p> <p>Date of change: _____</p>	<p><u>New business name, address, phone number, and/or owner, or other information:</u></p>
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I certify under penalty of perjury that the statements made hereon are to the best of my knowledge true and correct.

Signature: _____ Phone: _____

Company: _____ Date: _____

Return one copy to Finance Department.

Keep one copy for your records.