

City & County Business Registration Licenses & Taxation



Every (new) business in the State of Colorado must determine the regulations that apply to their particular type of business, industry and legal entity, relative to business registration, licenses, collecting and paying sales and uses tax, in each municipality in which you will engage in business. Here are just a few contacts:

Larimer County Licenses

<http://www.co.larimer.co.us/info/business.htm>

October, 2011: The only businesses required to have a county business license are liquor establishments and trash haulers.

Cities with Home Rule Sales Tax Collection

Check with these following municipalities about their sales taxes & other license requirements if you engage in business within their city limits:

City of Fort Collins

Finance Department, Sales Tax Division located at 215 N. Mason Street, 2nd Floor, Fort Collins, CO 80521; (970) 221-6780. Information packets are available in their office OR attend a **FREE CLASS**; offered approximately every other month. Register by calling (970) 221-6780. Class dates and additional tax resources available at www.fcgov.com/salestax/.

Sales & Use Tax 101: *This class is designed to provide information on sales and use tax in the City of Fort Collins. It will be presented at a broad level allowing time for specific questions to be addressed. Anyone currently engaged in business, or planning to be engaged in business or anyone just wanting more information on sales and use tax are encouraged to attend. Not sure if you are engaged in business? Come to the class and find out!*

City of Loveland

Sales Tax Office located at 500 E Third Street, Suite 320, Loveland, CO 80537; (970) 962-2708. Go to <http://www.ci.loveland.co.us/index.aspx?page=380> for City of Loveland tax resources and current sales tax seminars and events.

Town of Timnath

Go to www.timnathgov.com, half-way down on right side; click "Timnath Sales Tax Information." For additional sales tax assistance, contact Dezire Sanchez, dsanchez@timnath.gov; (970) 224-3221.

Town of Windsor

Go to www.windsorgov.com/faq.aspx, under Sales Tax. For additional sales tax assistance, call (970) 674-2486 or e-mail Debbie Dressel at ddressel@windsorgov.com.

YOU are responsible for adhering to each municipality legal requirements when doing business in their location.

Contact each one for their most recent regulations.

***For STATE & FEDERAL registration information,
See other side.***

Larimer Small Business Development Center
320 E. Vine Dr. #303, Fort Collins, CO 80524
970-498-9295; www.LarimerSBDC.org

State & Federal Registrations

Excerpt from the official Colorado Business Resource Guide, page 17, also found at <http://www.larimersbdc.org/>.

Secretary of State

If you are a sole proprietor or general partnership and will be doing business under a name other than your own legal name(s), you must register your trade name(s) with the Colorado Secretary of State online at www.sos.state.co.us. Registration of the trade name does not grant exclusive rights to the use of the trade name. Sole proprietors and general partnerships gain exclusive rights to their name through the use of the name over a period of time or by filing a trademark in addition to registering with the Secretary of State.

If you want to find out if a name is already being used, visit the Secretary of State's website at www.sos.state.co.us. Under "Business Center" you will see "Search Business Database". By searching this database you can find out whether or not a name is currently in use. If your business will be a Limited Partnership, Limited Liability Company, Corporation, Registered Limited Liability Partnership, Registered Limited Liability Limited Partnership or a Limited Partnership Association, you must file with the Secretary of State, online at www.sos.state.co.us. If you do business under an additional name, you must file a "Statement of Trade Name" with the Secretary of State. Corporations, limited partnerships, limited liability companies and limited liability partnerships organized outside Colorado must file for authority to do business in Colorado as a foreign entity. The Secretary of State will not accept paperwork from a business if another business is already using the same name under the same legal structure.

Secretary of State; 1700 Broadway, Suite 200, Denver, CO 80202; (303) 894-2200; www.sos.state.co.us

Internal Revenue Service

All forms of legal structure, except sole proprietors with no employees, must obtain a Federal Employer Identification Number (FEIN). The FEIN is your federal tax ID number. You can obtain your FEIN by:

- a) Filing a completed form SS-4 with the IRS online at www.irs.gov/businesses and clicking the "Employer ID Numbers" link to receive your FEIN immediately; or
- b) Calling Tele-tin, (800) 829-4933 Monday through Friday 7am-10pm (for your time zone) and you'll receive your FEIN immediately; or
- c) Faxing your SS-4 to FAX-TIN number (859) 669-5760. FAXTIN is available 24 hours a Day 7 days a week. Be sure to include a cover sheet showing your FAX number and you should receive your FEIN within four business days. The form can be obtained from the IRS, 1-800-829-3676 or through their website www.irs.gov under forms.
- d) Mailing in your SS-4 to the IRS. Addresses are available online, processing taked approximately 4 weeks.

Sole proprietorship owners with no employees may use their social security number as a federal tax ID number or may file form SS-4 to receive a FEIN. The SS-4 and many other federal tax forms may be obtained from the IRS website located at www.irs.gov.

Department of Revenue

Registering for Sales tax License/Employees

If you will have sales and/or employees, you must use form CR0100, "Colorado Business Registration." The CR0100 will open your sales tax license, state wage withholding and unemployment insurance accounts. You can download the form at www.taxcolorado.com or it can be obtained from the Colorado Department of Revenue at (303) 238-3278, or from the SBDC Hotline at (303) 592-5920. Completed forms may be sent by mail to the Colorado Department of Revenue, 1375 Sherman Street, Denver, CO 80261 or delivered in person at a local service centers:

Fort Collins office: 3030 S College, Fort Collins, CO 80525; (970) 494-9805, Open M-F 8am-12noon & 1pm-4:30pm

Free SALES & USE CLASS, Part 1 offered regularly, from 10 am - 12 pm. Pre-registration required.

Check current class listings, www.revenue.state.co.us/TaxClass, see WORKSHOPS AND EDUCATION.

Forms are also available through the Colorado Department of Revenue website located at www.taxcolorado.com or call (303)238-3278. NOTE: Via mail, you will receive confirmation of your accounts in approximately 3-4 weeks. Local service centers will establish accounts while you wait.