



**TOWN OF GYPSUM, COLORADO**  
APPLICATION FOR BUSINESS AND/OR SALES TAX LICENSE

A separate application must be filed for each business location in Gypsum. Please fill out completely

**TYPE OF LICENSE APPLIED FOR:**  New    **Application Dated in:** 1<sup>st</sup> Qtr: \$80.00     Renewal = \$80.00 per Year  
2<sup>nd</sup> Qtr: \$60.00  
3<sup>rd</sup> Qtr: \$40.00  
4<sup>th</sup> Qtr: \$20.00

**BUSINESS LICENSE CURRENT BUSINESS LICENSE #:** \_\_\_\_\_

Is required for any person to maintain, operate, or engage in any business activity on premises within the Town of Gypsum

**RETAIL SALES TAX LICENSE (NO CHARGE)**

For both merchants located within the Town of Gypsum and those merchants located outside the Town of Gypsum, but who have a sales presence, store, or office, within the Town of Gypsum.

**TOG Planning Department Approval** \_\_\_\_\_    **TOG Building Department Approval** \_\_\_\_\_

**BUSINESS ACTIVITIES**

(Note all activities conducted under this license)

Retail Sales (Specify): \_\_\_\_\_

Restaurant/Bar: (Specify Type): \_\_\_\_\_

Lodging: \_\_\_\_\_

Professional (Specify): \_\_\_\_\_

Service: (Specify Type): \_\_\_\_\_

Other: \_\_\_\_\_

Product or Service Sold: \_\_\_\_\_

Home Business:  Yes  No

Internet Business:  Yes  No

**State of Colorado Childcare License:** Please attach copy of current State Childcare License

**Other Licenses:** If state or federal agencies license this business, please attach all current licenses held.

**Business licenses must be posted and maintained upon the licensed premises in place where it can be seen at all times. Violation of any Town of Gypsum Business License Code may be subject to fines of up to \$300.00**

**Copies of the Business License Code 5.03 are available at the Town offices and on our web page. [www.townofgypsum.com](http://www.townofgypsum.com)**

Type of Ownership  Sole Proprietor  Limited Liability Company  Corporation  Other

If Corporation, Registered Agent: \_\_\_\_\_

Trade Name of Business: \_\_\_\_\_

Name of Ownership (If other than trade name): \_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Phone: \_\_\_\_\_ Federal ID# \_\_\_\_\_ Colorado Sales Tax # \_\_\_\_\_

Local Manager-Representative: \_\_\_\_\_  
Name Phone # and

Are you registered with the Secretary of State? Yes  No  <http://www.sos.state.co.us/>

**OVER**→

**SALES TAX REMITTANCE INFORMATION**

Name of person preparing Sales Tax Return \_\_\_\_\_ Business Phone: \_\_\_\_\_

Choose one:  Employee  Accountant/Bookkeeper  Other (specify) \_\_\_\_\_

Email Address: \_\_\_\_\_

**NAMES & HOME ADDRESSES OF OWNERS OR OFFICERS OF BUSINESS**

(Attach additional schedule if necessary)

Name \_\_\_\_\_ Position \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's Lic # \_\_\_\_\_ State \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's Lic # \_\_\_\_\_ State \_\_\_\_\_

**ALL SIGNS POSTED MUST BE APPROVED BY THE PLANNING DEPARTMENT**

**CORPORATIONS ONLY:**

In consideration of the issuance of the Sales Tax License, I \_\_\_\_\_, \_\_\_\_\_  
Officer's Name Title

of \_\_\_\_\_ agree to be individually and personally liable for any sales tax  
Corporation Name

owed to the Town of Gypsum. This individual, personal liability is in addition to the liability of

\_\_\_\_\_  
Corporation Name

By signing below, I declare, under penalty of perjury in the second degree, that this application has been examined by me. That the statements made herein are made in good faith pursuant to the Town of Gypsum's Municipal Code, and to the best of my knowledge and belief, are true, correct, and complete. I am attesting that the above listed business is in compliance with all laws of the United States, State of Colorado, and the Town of Gypsum. Also that this business or applicant is not in default of any financial obligation in any manner to the Town except current taxes. I also agree this business will comply with all laws and regulations applicable to such licensed business and avoid all practices or conditions which do or may affect the public health, morals, or welfare. In addition, this licensed business will refrain from operating upon expiration or suspension of this license unless renewed. This business license will be posted and maintained upon the premises in a place where it may be seen at all times.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Must be person legally responsible for the business i.e. owner, partner, officer, etc.)

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mail To: Town of Gypsum  
Sales Tax Auditor  
PO Box 130  
Gypsum, CO 81637  
Phone: (970) 524-1753  
Fax: (970) 524-7522