CITY OF GREELEY, COLORADO
INITIAL USE TAX FORM

(Instructions are on the reverse side of this form)

Greeley Sales Tax Account Number:			
Business Name:			
Business Address:	City:	State:	Zip Code:
Business Email & Telephone Number:			

Section A

Date of Purchase	If business was purchased, indicate: Seller's Name and Address	Purchase Price of Equipment, Fixtures, Furniture, Supplies, Etc.	4.11% of Purchase Price

Section B: Purchase of Equipment, Fixtures, Furniture, Supplies, Etc.

Invoice Date	Vendor's Name and Address	Purchase Price on Which Tax Was Paid	Purchase Price on Which Tax Was Not Paid
	Totals		
		Amount Due	*X 4.11%*

Section C: Leases of Equipment, Fixtures, and Furniture

Lessor	Address	Type of Equipment Fixtures / Furniture	Tax paid by (/)	
			Lessor	Lessee

Total Tax Due

Section A _____ + Section B _____ = Total Tax _____

Penalty _____ + Interest_____ = Total Tax, Penalty & Interest _____

CITY OF GREELEY, COLORADO
Instructions - Initial Use Tax Form

The INITIAL USE TAX FORM must be completed when an existing business is purchased from a previous owner, or when opening a new business.

PURCHASED BUSINESS - If you purchased the business from a previous owner, the USE TAX you owe is 4.11% of the purchase price of the equipment, fixtures, supplies, etc., based on the allocated acquisition price as stated in the purchase contract, but not less than the fair market value. COMPLETE SECTION A.

NEW BUSINESS - If this is a new business, COMPLETE SECTION B. List vendors from whom you purchased your equipment, fixtures, furniture, supplies, etc., as shown in the purchase contract. Indicate the purchase price in the appropriate column, Tax Was Paid or Tax Was Not Paid. Multiply the Tax Was Not Paid column by 4.11% This is the amount due from your business.

If you lease equipment, fixtures, or furniture, a 4.11% tax is due on the gross amount of the lease. COMPLETE SECTION C. This amount is to be paid either by you or the lessor over the period of the lease. List all leases and indicate whether you or the lessor will pay the tax.

If a local sales tax has been paid, but at a rate of less than 4.11% use tax is due on the difference between the amount of sales tax actually paid and the amount calculated at the rate of 4.11%

Please provide a detailed listing for each section that applies to you. If additional space is needed, attach continuation sheets.

Checks should be made payable to the City of Greeley. This form is due on the 20th day of the month following the date an existing business in Greeley is purchased. If this is a new business, the form is due on the 20th day of the month following the first day that sales are made or services are provided in Greeley. A late filing of this form is subject to a 10% penalty of the tax owed, and interest of 1% per month of the tax owed.

Return this form to the City of Greeley, 1100 10th Street, Greeley, CO 80631. If you need assistance in completing the form, or have questions concerning the use tax, please contact the sales tax office at (970) 350-9733 or Greeley.SalesTax@greeleygov.com.

After the INITIAL USE TAX FORM has been filed, subsequent purchases should be included on your regularly filed sales/use tax returns for the City of Greeley. Do not use this form to compute or pay tax on motor vehicles, trailers, or the tax on materials used in construction of real property or real property improvements which involve the issuance of a building permit.