



City and County of Broomfield Sales Tax Administration

P.O. Box 407

BROOMFIELD, CO 80038-0407

303-464-5811
(fax) 720-294-9825
salestax@broomfield.org
www.broomfieldsalestax.com

SALES TAX REMITTANCE PROCEDURE

(City & County of Broomfield tax only)

EVENT

2009 Santa Cellar

280 Lamar St

Broomfield, CO 80020

Dear Santa Cellar Vendor:

The City and County of Broomfield Sales Tax Administration has adopted the following procedure for sales at the Santa Cellar Craft Fair:

- The Special Event Sales Tax License is no longer necessary. You will not need a Special Event Sales Tax License to sell at the Santa Cellar Craft Fair.
- Please find enclosed a Santa Cellar Sales Tax Return. After the event, please fill out enclosed special event sales tax return form and mail it with remittance or zero return to Sales Tax Administration within 10 days. Please use the envelope provided or send to:

City and County of Broomfield
Sales Tax Administration
P.O. Box 407
Broomfield, CO 80038-0407

OR

Deliver the Santa Cellar Sales Tax Return with check or cash or zero return to:

Broomfield City and County Building (Central Records)
One DesCombes Dr.
Broomfield, CO 80020

You may also contact the Sales Tax Department at (303) 464-5811 for questions regarding sales tax remittance or use our website www.broomfieldsalestax.com or email us at salestax@broomfield.org.