



City and County of Broomfield **Sales Tax Administration**

P.O. BOX 407

BROOMFIELD, CO 80038-0407

303-464-5811

303-410-3802 (fax)

Email: salestax@broomfield.org

Web: www.broomfield.org/salestax/

SPECIAL EVENT SALES TAX REMITTANCE PROCEDURE (City & County of Broomfield tax only)

Dear Special Event Vendor:

The City and County of Broomfield Sales Tax Administration has adopted the following procedure for special event retail sales in the City & County of Broomfield.

- The Special Event Sales Tax License is no longer necessary. You will not need a Special Event Sales Tax License.
- Please find enclosed a Special Event 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 mail to:

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

OR

Deliver the 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.broomfield.org/salestax or email us at salestax@broomfield.org.