City of Wheat Ridge
ADMINISTRATIVE SERVICES

Exempt Institution Licensing Questionnaire

Organization Name_____

Street Address_____ Suite_____

City_____ State_____ ZIP _____

Contact Person _____ Title _____

Phone _____

Does the organization operate a governmental, quasi-governmental, political subdivision, charitable or religious organization one hundred percent of the time? ☐ Yes ☐ No

Are fees charged by the organization to the recipients of benefits? ☐ Yes ☐ No

If yes:

Are the fees directly related to the benefit received? ☐ Yes ☐ No

Are the fees waived or reduced if the recipient is unable to pay? ☐ Yes ☐ No

Do fees cover only operating/program expenses and capital asset replacement? ☐ Yes ☐ No

If the answer is negative on any of the three questions above, please briefly explain:

_____

_____

All records substantiating the above assertions must be available for City review upon a reasonable written request.

All statements are made under the penalty of perjury.

Please present the following with the application:

1. Complete articles of incorporation, articles of association or constitution,
2. Bylaws,
3. Copies of State of Colorado and United States exemption certifications or letters, and
4. Financial statements detailing sources and uses of funds.

Applicant's Signature _____ Date_____

Applicant's Title _____

Tax Division Recommendation _____ Date_____

Authorized City Approval _____ Title _____ Date _____

BUSINESS AND TAX LICENSE APPLICATION

Tax Division
7500 W. 29th Ave.
Wheat Ridge, CO 80033

(303)235-2820
www.ci.wheatridge.co.us

Please fill in BOTH PAGES using PDF Reader or handwrite carefully. Incomplete/illegible applications will be returned.

Part A - Basic Information

1) Legal/True Name of Business (last, First if Individual), Repeat on Page 2

2) Trade Name (DBA) of Business (if any, up to 30 characters)

3) Federal Employer ID

4) CO Sales Tax Account

5) Other Wheat Ridge Accounts

CITY USE ONLY

Account
Area-Geo
Location Code
Zoning
Building
Comment

6) Reason for filing this form (choose one)

- New Application
- Update Account Number:
- Business Purchased or Merged
- Change in Legal Form

7) Legal Form (choose one)

- Individual/Sole Proprietor (Lawful Presence Affidavit Required)
- Corporation (including PC)
- Limited Liability Company (LLC)
- Partnership (General or Limited)
- Limited Liability Partnership (LLP or LLLP)
- Non-Profit
- Government
- Trust

8) Location/Account Type (choose all applicable)

- Commercial/Retail/Office/Industrial
- Home Occupation (additional form)
- Out of City Location/Catalog/Internet
- Solicitor/Peddler
- Festival/Farmers' Market
- Mobile Food Sales
- Massage Parlor
- Medical Marijuana
- Kennel
- Pawn Broker

Part B - Contact Information

Location Information

Out of City, internet and catalog sellers please skip to line 17

9) Location Manager Name

10) Location Number

11) Location Phone Number

12) Location Street Address With Suite Number (No PO Boxes)

13) Building Owner and Phone Number

14) City

15) State

16) ZIP Code

17) Website, if any

Business License Information

18) Send **Business License** Correspondence in Care of

19) Licensing Phone Number

20) Licensing Fax Number

21) Check if the licensing address is

- Same as Location Address Given Above

22) Mailing Address for **Business Licensing** Correspondence

23) City

24) State

25) ZIP Code

Tax Compliance Information

26) Send **Tax** Correspondence in Care of

27) **Tax** Phone Number

28) **Tax** Email Address

29) Check one of the following if the **Tax** address is:

- Same as Location Address
- Same as Licensing Address

30) Mailing Address for **Tax** Forms, Notices and Correspondence

31) City

32) State

33) ZIP Code

34) Check one of the following if the **Records** address is:

- Same as Location Address
- Same as Licensing Address
- Same as Tax Address

35) Address Where Tax **Records** May Be Inspected (No PO Boxes)

36) City

37) State

38) ZIP Code

39) Legal/True Name of Business (from Line 1)

Part C - Ownership Information

40) Name of principal officer, owner, partner, member or manager | 41) Title

42) Address of principal residence | 43) City | 44) State | 45) ZIP Code

46) Name of other officer, owner, partner, member or manager | 47) Title

48) Address of principal residence | 49) City | 50) State | 51) ZIP Code

52) Has any owner or principal ever been convicted of a felony? ☐ No ☐ Yes

53) If yes, what was the convicted charge and year?

Additional officers, owners, partners, members or managers may be included on attachments.

Part D - Operations and Compliance Information

54) Legal Name of Prior Registrant (if purchased or merged) | 55) Prior FEIN (if known) | 56) Purchase/merge date

57) Start Date in Wheat Ridge

Local businesses must file an Initial Use Tax Return by the 20th of the month after the license is issued. The form is included in this packet.

58) Number of Employees at the Wheat Ridge Location Full time ☐ Part time ☐ Seasonal ☐

59) Business Activities (choose all applicable)

- ☐ Auto Repair
- ☐ Auto Sales/Rent
- ☐ Business Service
- ☐ Construction
- ☐ Food Related
- ☐ Government
- ☐ Health & Dental
- ☐ Liquor Drinks
- ☐ Liquor Store
- ☐ Manufacture/Process
- ☐ Non-profit
- ☐ Personal Service
- ☐ Realty/Leasing

Food related businesses are subject to Jefferson County regulation. Food Safety 303-271-5700

60) General Details of Goods Sold or Services Provided | 61) State Massage Therapist License Nbr.

62) Requested Tax Reporting Frequency

- ☐ Monthly (Average monthly tax over $100)
- ☐ Quarterly (Average monthly tax $20 - $100)
- ☐ Yearly (Average monthly tax under $20)

☐ Check here if you will use your own forms. The City will not send pre-printed forms.

☐ Check here if you will file sales/use tax online. The City will not send pre-printed forms.

Every business must file at least yearly even if no tax is due. ☐

All businesses, even those not making taxable sales, will likely have a use tax liability. Visit the Wheat Ridge website for information. ☐

Part E - Emergency Info

Local businesses complete this part. Home occupations and out of city/internet/catalog businesses do not.

This information is provided to the Wheat Ridge Police Communications Center. In the event of a police, fire or natural disaster emergency a local responsible person will be contacted to file a report and take charge of the premises.

63) Primary After Hours Emergency Contact Name | 64) Title | 65) After Hours Phone Number

66) Secondary After Hours Emergency Contact Name | 67) Title | 68) After Hours Phone Number

Under penalty of perjury, I declare that I have examined this application and it is true and correct to the best of my knowledge and belief.

Signature of Applicant or Authorized Agent

Signature _____ Date _____

Printed Name _____ Title _____

Save! Print!

LAWFUL PRESENCE AFFIDAVIT

Tax Division
7500 W. 29th Ave.
Wheat Ridge, CO 80033

(303) 235-2825
www.ci.wheatridge.co.us

Legal/True Name of Business (last, First if Individual),from Business and Tax License Application

City Use Only
Account

Colorado state law requires individuals and sole proprietors applying for local public benefits complete both parts below. Submit this form with your completed and signed Business and Tax License Application.

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that (check only one):

- ☐ I am a United States Citizen.
- ☐ I am a Permanent Resident of the United States.
- ☐ I am lawfully present in the United States.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law required me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature _____ **Date** _____

Colorado law also requires the applicant for a public benefit to produce one of the authorized documents listed below in order to verify lawful presence in the United States. The applicant may either (a) produce such document in person at the Tax Division office or submit this form fully executed and notarized below along with a clear, legible copy of such document.

Check the box which represents the authorized identification you will submit (check only one).

- ☐ A valid Colorado driver's license or identification card.
- ☐ A valid United States military identification card or military dependent's identification card.
- ☐ A valid United States Coast Guard Merchant Mariner card.
- ☐ A valid Native American tribal document.

Submitted in person to _____ at the City of Wheat Ridge or;
Notarized and mailed or emailed with a clear copy of one of the documents above.

STATE OF COLORADO)
COUNTY OF _____) ss.

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____.

S E A L

Witness my hand and official seal.

_____
Notary Public

Done here. Check then print.

Instructions for Business and Tax License Application

General Instructions

Purpose of Form. This form is used for persons/entities engaged in business in the City of Wheat Ridge to obtain the required business and tax license. Other licenses may be required. Please ask.

Every person engaged in business or collecting sales tax in the City must hold the appropriate licenses. Some businesses are required to register even though they do not maintain a fixed commercial location within the City.

There is a $20 annual fee for the combined business and tax license. The initial fee is due at the time of application and is refunded if the license is not approved. Certain types of businesses will be required to complete supplemental registrations and pay the appropriate fees.

Submission. Complete all required line items and submit with the fee or fees to:

City of Wheat Ridge
Tax Division
7500 W. 29th Ave.
Wheat Ridge, CO 80033

Adobe PDF Fill-In. In order to improve legibility, the City has enabled this form to be completed using the Adobe Reader. This product can be downloaded at no charge from the Adobe website (http://www.adobe.com).

Applicants choosing not to complete the form using Adobe Reader must type or carefully handwrite the form. Illegible forms and the fee will be returned without processing.

CAUTION

Data entered into form fields using Adobe Reader will not be transmitted to the City and cannot be saved. Once complete, the registration must be printed, signed, and submitted as described above. Retain a photocopy of the completed registration for your records.

Review and approval. License applications are reviewed by a variety of City departments to ensure compliance with building, land use, taxation, and other laws and regulations. This review process may take three to four weeks. It is unlawful for any person to engage in business in the City without first obtaining the appropriate licenses.

It is important to submit the registration allowing sufficient time for review and approval prior to the start of business. Please review the registration for legibility, errors, and omissions which will delay the time necessary to receive a license.

Additional Reminders & Resources

This is a legal document. Read all instructions carefully to ensure this registration is accurate and complete. Licenses to conduct business in the City may be denied, suspended, or revoked if the information contained in this registration is incomplete or contains false, misleading, or fraudulent statements.

Signature required. The person completing the registration must sign and date the form at the bottom. A printed name is also required. If the registrant is not a natural person, the title of the officer or agent completing the form on behalf of the registrant must also be printed on the form. Forms without a signature will be returned.

Keep information updated. The information in this Business and Tax License Application is used by a variety of City agencies including the Tax Division, Police, Fire, Code Enforcement, Planning, Building and Economic Development for health, public safety, land use, and other regulatory and informational concerns. It is critical that you report any changes in this information to the Tax Division as soon as practicable. Please reference your assigned Wheat Ridge account number/City ID on any correspondence.

Wheat Ridge taxes. The Tax Division collects Wheat Ridge taxes. For forms and information, visit the Tax & Licensing page of the City of Wheat Ridge website, www.ci.wheatridge.co.us.

Trade name registration. An individual or entity transacting business in the state of Colorado under a name other than their legal or true name must register such trade name (also referred to as a "doing business as" or "DBA") with the Colorado Secretary of State. Additional information is available at http://www.sos.state.co.us.

State tax registration. In addition to licensing with the City of Wheat Ridge, businesses must register with the Colorado Department of Revenue and may be required to register with other home rule cities. Additional information is available on the department's website: http://www.taxcolorado.com or by contacting the Taxpayer Services Division at (303) 238-7378. The department publishes a directory of home rule municipalities (publication number DR 1002) which is also available on their website.

Business signs. A permit from the City is required for some signs. Sign regulations are contained in Chapter 26 of the Wheat Ridge Code of Laws. Contact the Community Development Department at (303) 235-2846 for additional information.

County taxes and information. Wheat Ridge is located within Jefferson County, Colorado. Property taxes are collected by the county. For information on county resources and property taxes contact:

Jefferson County: (303) 279-6511

Food service businesses. Food service businesses are required to obtain a permit from the health department. For more information contact:

Jefferson County Food Safety: (303) 231-5700

Specific Instructions

Line 1 – Legal/True Name of Business. Enter the legal name of the individual or entity registering exactly as it appears on the registrant's social security card, charter, articles of organization, or other legal document. This is not normally the name of the individual completing this form.

Individuals/Sole Proprietors: Enter your last name followed by your first name as it appears on your social security card.

Corporations: Enter the name of the corporation as it appears in the articles of incorporation or corporate charter.

Limited Liability Company: Enter the name of the LLC as it appears in the articles of organization.

Partnerships: Enter the name of the partnership as it appears in the partnership agreement.

Trusts: Enter the name of the trust as it appears in the trust instrument.

Line 2 – Trade Name. Enter the name by which the business is known to the public if it is different from the legal name. Trade names are also referred to as "doing-business-as" or "DBA" names and must be registered with the Secretary of State (see above). If the trade name exceeds 30 characters, abbreviate it appropriately.

If the business is known by multiple trade names, enter the most common name (i.e. the name which will appear on business invoices and signage) and attach a sheet listing the additional trade names.

NOTE

It is particularly important that local businesses list the name displayed on premise signage so that police and fire personnel can easily locate the business in case of an emergency.

Line 3 – Federal Employer Identification Number. Enter the business' nine digit Federal Employer Identification Number (EIN).

If the applicant is an individual or a single member disregarded LLC without an EIN, do not enter your social security number (or taxpayer identification number). Leave this line blank.

If the applicant has applied for an EIN, leave this line blank and file an update upon receiving the EIN from the Internal Revenue Service. For additional information on applying for an EIN visit, the IRS website: http://www.irs.gov.

Line 4 – Colorado Sales Tax Account. If applicable, enter the retail sales tax or retailers use tax account number issued to the registrant by the Colorado Department of Revenue. If the applicant has applied for a state sales tax account, leave this line blank and file an update upon receiving an account number from the Department of Revenue. For additional information on registering with the Department of Revenue, visit their website: http://www.taxcolorado.com.

NOTE

Do not list an EIN or state sales tax account number on tax returns, forms, and other correspondence with the City. Upon approval of the registration, the City will issue a unique Wheat Ridge tax account number.

Line 5 – Other Wheat Ridge Tax Accounts. Each location within the City requires a separate license.

Sales made from locations outside Wheat Ridge, catalog sales, and sales over the internet may be reported under a single account that is separate from accounts for locations in the City. Taxpayers must not add these sales to an account for a location in the City.

Provide any other Wheat Ridge business and tax license account numbers this applicant owns.

Line 6 – Reason for Filing. Check the box which best represents the reason you are submitting this form. Note that business licenses are generally not transferrable, and that a new registration will be required if the business is sold or merged into another entity causing a requirement to change the FEIN/EIN.

Line 7 – Legal Form. Check the box next to the appropriate legal form.

NOTE

Pursuant to C.R.S. § 24-76.5-103, individuals and single member sole proprietorships are required to submit a Lawful Presence Affidavit *form in addition to this application. This form is available in the Tax & Licensing section of the City website and is included with the application. Out of City and catalog and internet only accounts not located in Wheat Ridge do not need to complete this form.*

Line 8 – Location/Account Type. Check the box which best describes the location for which a license is sought.

Commercial locations include all premises within the City (except residential dwellings) where any kind of trade, vocation, occupation, profession, enterprise, establishment, or other activity or matter, whether or not for profit, is operated, excluding those activities operated from a residential address. For licensing purposes, commercial locations include licenses for businesses operating and maintaining hotels/motels, multi-family dwellings, and residential care facilities.

Home Occupations those commercial or business activities based in a dwelling unit (residence) in accordance with the City zoning code. Special restrictions apply to in-home businesses and the *Home Occupation Supplement to the Application* form is required to be submitted with this form.

Out of City/Catalog/Internet accounts are for applicants making sales or collecting tax on sales in the City who do not maintain a fixed premise in the City. Out of city accounts are also for applicants with one or more locations in the City to report sales of property and services originating from location outside Wheat Ridge. Sales from multiple locations outside Wheat Ridge may be combined under a single out of city account, however, taxpayers may not report out of city sales using an existing local account.

Solicitor/Peddler accounts are for short-term sales or solicitations of sales in the City. Peddlers are limited to selling from a single location only and must obtain the property owner's written permission to do so. A $100 site cleanup escrow deposit and a $100 tax deposit are required. Solicitors must bear a valid ID issued by any state and a copy of the license at all times while working in the City. A $100 tax deposit may be required depending on the nature of the solicited sales.

Festival/Farmers' Market. Applicants include farmers' market, other festival and Carnation Festival vendors. The organizer of the event is responsible for site cleanup so no escrow is required of individual vendors. A tax deposit is required from festival and farmer's market vendors, but the amount may be reduced based on City sponsorship or other considerations.

Mobile Food Sales. Sales of food and non-alcoholic beverages from pushcarts or trucks are permitted subject to specific rules. The rules are viewable herein or on www.ci.wheatridge.co.us. You may also obtain a copy from the Tax Division or the Zoning Division.

Massage Parlor. Massage services by practitioners not having a Colorado Massage Therapy license, except exempt alternative modalities specified by C.R.S. 12-35.5-110, are restricted as to location and subject to additional application requirements and regulation. See www.ci.wheatridge.co.us or inquire with the Tax Division.

Medical Marijuana. Medical marijuana centers (dispensaries), growing operations and infused products production are regulated by state and local laws and are subject to additional application requirements. See www.ci.wheatridge.co.us or inquire with the Tax Division.

Kennel. A non-veterinary location that houses more than three dogs or four cats or that sells, breeds, buys, trains or trades cats or dogs must obtain the City kennel license in order to be approved for a business license. The annual fee is $35. Call for an inspection at (303) 235-2220.

Pawn Broker. Pawn brokers must apply for the pawn broker's license, which requires an annual fee of $5,000. The application is available from the Police Department by calling (303) 235-2932.

Out of City, catalog and internet accounts do not need to complete lines 9 through 16. Proceed to line 17.

Line 9 – Location Manager Name. Enter the name of the person responsible for the management and supervision of activities carried on in the City.

Line 10 – Location Number. Businesses with multiple locations often assign each location a unique identification number or code. If you refer to this location by such a code, enter it on this line.

Line 11 – Location Phone Number. Enter the local phone number, including area code, of the location for which a license is sought.

Lines 12 through 16 – Location Address and Building Owner Information. Enter the street address of the location for which a license is sought. Include the suite, space, or unit number if applicable. Do not enter a post office box. Enter the city, state, and zip code. Zip+4 entries are permitted. In the space allotted, provide the name and phone number of the landlord for the location if you do not own it.

Line 17 –Website. Enter your company's website address, if one exists.

Line 18 – Business Licensing Contact. Enter the name of the individual or department to which correspondence regarding business registration and licensing should be directed. Such correspondence includes without limitation, licenses, renewal notices, and notices of adverse action.

Line 19 – Business Licensing Phone Number. Enter the phone number of the individual or department handling business registration and licensing inquiries.

Line 20 – Business Licensing Fax Number. Enter the facsimile number upon which correspondence regarding business registration and licensing is received.

Line 21 – Duplicate Address. If the address for business licensing correspondence is the same as the location address listed on lines 12 through 15, check the box on this line and proceed to line 26. Otherwise, complete lines 22 through 25.

Lines 22 through 25 – Business Licensing Address. Enter the mailing address of the individual or department to which correspondence regarding business licensing should be directed. Post office boxes are permitted on this line. Enter the city, state, and zip code. Zip+4 entries are permitted.

Lines 26 through 33 – Tax Correspondence and Forms Addresses. Enter the mailing address of the individual or department to which correspondence regarding Wheat Ridge taxes and forms should be directed. Post office boxes are permitted. Enter the city, state, and zip code. Zip+4 entries are permitted.

NOTE

The Wheat Ridge Code of Laws requires that every person engaged in business in the City keep and preserve records suitable in content and form to allow the City to determine such person's tax liability. Audits are often conducted at the location where books and records are maintained, but may also be conducted at City offices.

Line 34 – Duplicate Address. If the address where tax records are maintained is the same as the location address, the business licensing address, or the tax address, check the appropriate box on this line 33 and proceed to line 38. Otherwise, complete lines 34 through 37.

A street address where tax records are maintained is required. Do not check a duplicate address box if you entered a post office box for the business licensing or tax address. Complete lines 31 through 34.

Lines 35 through 38 – Tax Records Address. Enter the street address where tax records are maintained. Do not enter a post office box. Enter the city, state, and zip code. Zip+4 entries are permitted.

Line 39 – Legal Name of Business. In order to prevent the second page from being misplaced, enter the legal name of the registrant as it appears on line 1 of the first page.

Lines 40 through 53 – Owner, Officer, Partner, Manager, or Member Information. Enter the name, title, e-mail address, home street address, city, state and zip code of each owner, officer, partner, LLC manager, or principal LLC member. Do not enter a post office box. Do not enter the principal office or location address unless the registrant is a home occupation.

CAUTION

If there are more than two individuals, attach an additional, typewritten sheet listing the legal name of the business (from line 1) and containing all of the required information. Use only white, 8½" x 11" paper. Duplex printing is permitted.

Lines 54 through 56 – Prior Registrant. If this application was caused by the purchase of an existing business, a merger, or a change in legal form, enter the name and Federal Employer Identification Number (if known) of the previous registrant. Enter the effective date of the purchase, merger, or change on line 57. The account of the previous registrant will be closed and a final tax return will be required.

TIP

In certain circumstances, a new owner may be liable for taxes owed by a previous owner. For more information, see Section 22-38 of the Wheat Ridge Code of Laws at www.municode.com.

Line 57 – Start Date in Wheat Ridge. Enter the date business commenced or will commence in Wheat Ridge. All registrants must enter a date in the form mm/dd/yyyy. If you are unsure of the exact date, enter a date which best represents your anticipated start date.

This date may be in the past if the registrant has been operating without a license. Prior period tax returns may be required.

New businesses in the City should list the opening date excluding prior construction and setup time. An initial use tax return is due on the 20th of the month following this date.

Out of City businesses should list the date of the first sale or contact within the City.

Line 58 – Employees. Local businesses enter the number of employees working at the location for which a license is sought. Out of City businesses should skip this line.

Line 59– Business Activities. Check the boxes which best describe the main business activities to be conducted under the license being sought.

Line 61 – General Details of Goods Sold or Services Provided. Enter a brief description of the goods to be sold and/or services to be provided.

Along with the main business activities, this description will be used to evaluate the proposed use for public safety and land use compliance. This description will also aid the Tax Division in assigning a class code for analytical purposes. Be as specific as possible in the space provided.

Line 62 – Requested Reporting Frequency. Every person/entity engaged in business in the City must file a tax return at least annually even if no tax is due. Even service businesses that do not make taxable sales will likely have a use tax liability. For additional information on use tax, refer to *the Tax & Licensing page* of the City website or call the Tax Division at (303) 235-2820.

Professional services and home occupations will usually be assigned an annual frequency. Depending upon the nature of the business and the average tax liability, some businesses will be required to file more frequently. Check the box representing your requested filing frequency.

TIP

If your business is occasional, making only one or two sales in the City per year in excess of $1,000, select an annual filing frequency to avoid filing zero liability returns monthly.

Use of Self-Provided Forms. Check this box if your business plans to file on substitute forms in accordance with tax regulations. Unless indicated, the City will print and send tax forms for you to use.

Online Filing. Check this box if your business plans to file sales and use tax returns online using the City's online filing portal via the City website or www.salestaxonline.com. Unless indicated, the City will print and send tax forms for your use.

Lines 63 through 68 – Emergency Contact Information. Local businesses, enter the name, title, and after hours phone number of two local emergency contacts. This information is used by the Wheat Ridge Police Communications Center in case of a police or fire emergency.

The persons on this list must be able to report to the business, make police reports, take charge of and/or secure the premises. Given the critical nature of this information, it is important that it is kept current. Report any changes immediately to the Tax Division.

Signature – After reviewing the registration and any supplements required for accuracy and completeness, sign them where indicated and provide a clear printed version of your name as well.