CITY OF WHEAT RIDGE
SALES TAX DIVISION
7500 W. 29TH AVENUE
WHEAT RIDGE, CO 80033

Tax Technician	303/235-2820
Auditor	303/235-2818
Sales Tax Supervisor	303/235-2825

PAWNBROKERS

Every pawnbroker must be specially licensed by the City before conducting business.

GENERAL LICENSE

Every person or organization conducting business in Wheat Ridge must possess a Business/Sales and Use Tax License.

COSTS – BUSINESS LICENSE $20

- Application fee: $0
- Licensing fee: $20
- Must be renewed yearly.

PAWNBROKER'S LICENSE

Complete the Pawnbrokers License Application:

- Available from the police department (303)235-2932
- Requirements include but aren't limited to:
- For each individual applicant, partner, officer, director, manager or 10% or more shareholder
  - Photographs and fingerprints
  - 3 character reference letters from local or metro area
  - Complete financial information for the past year
- For corporations
  - Evidence of good standing under Colorado Statutes
  - OR evidence of authorization to do business in Colorado
- Proof of fire and property damage insurance
- Zoning permission letter

Special notes about the license:

- $5,000 annual fee
- It is not transferable.
- It may be revoked if any applicant no longer qualifies or if there are violations of law.
- It must be updated for any change in ownership *or* management. There's a $250 amendment fee.

TRANSACTION FEE

Each executed transaction form is subject to a 60-cents fee payable to the City each month.

ABOUT TAXES

The total sales tax rate in Wheat Ridge is 7.5%:

2.9%	State
.5%	County
1.1%	Special Districts
3.0%	Wheat Ridge

What's often overlooked is *use tax*.

- This is for purchases of items used in business on which no local tax or not enough tax was paid.
- Use tax applies to the same things that sales tax does:
  - Office and operating supplies
  - Furniture, equipment and tools
  - Internet, phone and related services
  - Leases and rentals of equipment
  - Software
  - Surcharges, fees, shipping and handling

REMEMBER THIS TAX APPLIES ONLY WHEN YOU HAVEN'T PAID LOCAL TAX!

- A tutorial is available on our website and in printed form

Below are the filing frequency requirements for Wheat Ridge tax returns:

Tax averages over $100/month—file monthly
Tax averages $20 to $100/month—file quarterly
Tax averages under $20/month—file yearly

The return and remittance are due by the 20th day after the end of the month, quarter or year.

PLEASE CONTACT US WITH ANY QUESTIONS.