



The Revenue staff invites you to attend a free class on collecting and reporting Sales and Use Tax

We will cover important tax topics such as:

- Licensing requirements, tax forms, and payment options
- What and when to tax or not tax items
- Record-keeping and return preparation
- What are vendor fees and when are they applicable
- What is use tax and how it applies to your business
- How delinquent or deficient accounts are handled
- Refund requirements and forms
- What to expect from an audit or new business evaluation

Bring along your specific tax-related questions, as there will be time during and afterwards for one-on-one assistance for those who may need it.

Thursday – January 12, 2017
Thursday – February 9, 2017
Thursday – March 9, 2017
Thursday – April 13, 2017
Thursday – May 11, 2017
Thursday – June 8, 2017

Thursday - July 13, 2017
Thursday – August 10, 2017
Thursday - September 14, 2017
Thursday – October 12, 2017
Thursday – November 9, 2017
Thursday – December 14, 2017

Classes are held from 12 noon – 1 pm in the Finance Conference room, located on the 1st floor of the Annex (east of City Hall), 8001 Ralston Road, Arvada, CO



For more information and to reserve a spot, please call 720-898-7100.