



*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 9, 2020

Thursday – February 13, 2020

Thursday – March 12, 2020

Thursday – April 9, 2020

Thursday – May 14, 2020

Thursday – June 11, 2020

Thursday - July 9, 2020

Thursday – August 13, 2020

Thursday - September 10, 2020

Thursday – October 8, 2020

Thursday – November 12, 2020

Thursday – December 10, 2020

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.