



*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 tips
- What is use tax and how it applies to your business
- What happens when your account is delinquent
- Refund requirements
- What to expect from an audit

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.

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

Upcoming classes for 2021: October 14, November 11 and December 9



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