



**City of Northglenn**  
 11701 Community Center Drive  
 Northglenn, CO 80233-8061  
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# INITIAL USE TAX RETURN

This form is to be used by new businesses or organizations located in the City of Northglenn to report initial use tax. Since use tax applies to all businesses and organizations, please make sure to understand the use tax explained in the Sales and Use Tax Information Brochure. If no use tax is due, this return must still be filed. If the initial use tax was reported on a regular sales/use tax already filed, please file this return with a note stating this fact. Please fill out all applicable sections of this return. Please report all subsequent taxable purchases on the regular sales/use tax returns.

**Business Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_  
 \_\_\_\_\_

**Account Number** \_\_\_\_\_ **Payment Due Date** \_\_\_\_\_

## Section A: Startup of a New Business

Itemize all purchases made incidental to the startup of the business for furniture, fixtures, and/or supplies (not inventory) that were purchased from a vendor that did not charge a **City** sales tax on the item (many vendors charge State tax but not City tax). If a vendor charged less than 4% city sales tax, the difference of the tax rates must be multiplied by the taxable amount and reported on the "Excess Tax Due" space below.

Invoice Date	Vendor's Name & Address	Taxable Amount	4% Tax Due	Excess Tax Due
<b>Section A Totals</b>				

(OVER)

## Section B: Purchase of an Existing Northglenn Business

New owners of an existing Northglenn business must pay the 4% use tax on all furniture, fixtures, supplies (not inventory), and leasehold improvements listed on the purchase contract.

Purchase Date	Seller's Name & Address	Purchase Price of Items	4% Tax Due

## Section C: Leases of Equipment, Fixtures, and/or Furniture

Please list your leases. Indicate whether the City tax is paid by the lessor or the lessee. If the lessor does not charge City sales tax, the lessee is responsible for paying City use tax for all lease payments going forward on the regular sales/use tax returns.

Lessor Name	Lessor Address	Lease Payment Amount	4% Tax Due From	
			Lessor	Lessee
<b>Section C Totals</b>				

Total amount of lease payments to date where lessor did not charge City sales tax: \_\_\_\_\_

4% Tax Due: \_\_\_\_\_

## Section D: Total Due

Line 1: Total Taxable Amount from Sections A, B, and C \_\_\_\_\_

Line 2: Total Tax Due from Sections A, B, and C \_\_\_\_\_

Line 3: Penalty (If filed after due date) (Line 2 x 15%) \_\_\_\_\_

Line 4: Interest (Line 2 x 0.5% x number of months late)  
(If filed after due date) \_\_\_\_\_

**Line 5: Total Due (Add Lines 2, 3, and 4)** \_\_\_\_\_

I hereby certify under penalty of perjury, that the statements made herein are to the best of my knowledge, true, and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_