

# City of Boulder Special Event Vendor Tax Guide

## How to Register for a Special Event

1. Go to the [Boulder Online Tax System](https://boulderonlinetax.gentaxcpc.net/TAP/_/) (https://boulderonlinetax.gentaxcpc.net/TAP/\_/)
2. Under 'Registration', click 'Register for a Special Event'



 Search our online services



### Registration

Register with the city as a new business or a tax preparer. Established businesses can create a web logon to file, pay, and manages taxes.

- > Complete a Business License Application
- > Complete a Tax Preparer Application
- > Continue Your Application
- > Create a Web Logon
- > Submit a Voluntary Disclosure Agreement
- > Register for a Special Event



### Returns

While most returns require one to have an established logon to file and pay their tax liabilities, some returns can be filed below.

- > File a Special Event Return
- > File a Construction Use Tax Reconciliation
- > File a Consumer Use Tax Return



### Helpful Resources

Here are some links to some useful external resources, including the tax filing portal for the State of Colorado.

- > Colorado Department of Revenue
- > Colorado Revenue Online
- > City of Boulder
- > Doing Business in Boulder
- > City of Boulder Planning
- > City of Boulder Short Term Rental Licensing
- > Other Regulatory Licenses

- Use the drop-down icons to select the year and month of the event and then select the event.

The screenshot shows the 'Special Event Attendee Registration' form. At the top, there is a navigation bar with a '< Home' link and the title 'Special Event Attendee Registration'. Below the title is a progress indicator with a blue circle and a right-pointing arrow, labeled 'Event Information'. The main form area is titled 'Event Information' and contains three fields: 'Event Year' with the value '2021', 'Event Month' with the value 'July', and '\* Special Event' with the value 'Required'. A dropdown menu is open for the 'Special Event' field, showing options: 'Required' (highlighted in blue), 'Boulder Creek Fest', and 'Test Jam'. At the bottom left is a 'Cancel' button, and at the bottom right are 'Previous' and 'Next' buttons.

- Enter your business information, including the name of the business, the type and subtype of business, and the ID that you would like to use.

The screenshot shows the 'Special Event Attendee Registration' form, Step 2: Add Business Information. The progress indicator now has a blue checkmark under 'Event Information' and a blue circle with a right-pointing arrow under 'Add Business Information'. The main form area is titled 'Business Information' and contains four fields: 'Business Name' with the value 'SPECIAL EVENT VENDOR', 'Customer Type' with the value 'Business', 'Customer Subtype' with the value 'Limited Liability Company', and '\* Id Type' with the value 'Required'. A dropdown menu is open for the 'Id Type' field, showing options: 'Required' (highlighted in blue), 'Fed Employer Id', 'Individual Taxpayer Id', 'Social Security Id', and 'Taxpayer Id'.

The ID options are FEIN, ITIN, SSN, and Taxpayer ID -your City of Boulder 8-digit customer identifier if you have an existing business license. Make sure you correctly type in your ID type twice before proceeding to the next step.

## Business Information

Business Name SPECIAL EVENT VENDOR

Customer Type Business

Customer Subtype Limited Liability Company

Id Type Fed Employer Id

\* Fed Employer Id *Required*

Confirm Fed Employer  
Id

Required

Format: 99-9999999

- Next, add and verify the address of the business. Be sure to use **your primary business address**, and not the location of the event. First, type in the address, and then click the 'Verify Address' button.

### Special Event Attendee Registration

Event Information ✓ Add Demographic Information ✓ Add an Address ▶

#### Address

Country USA

\* Street *Required*

Street 2

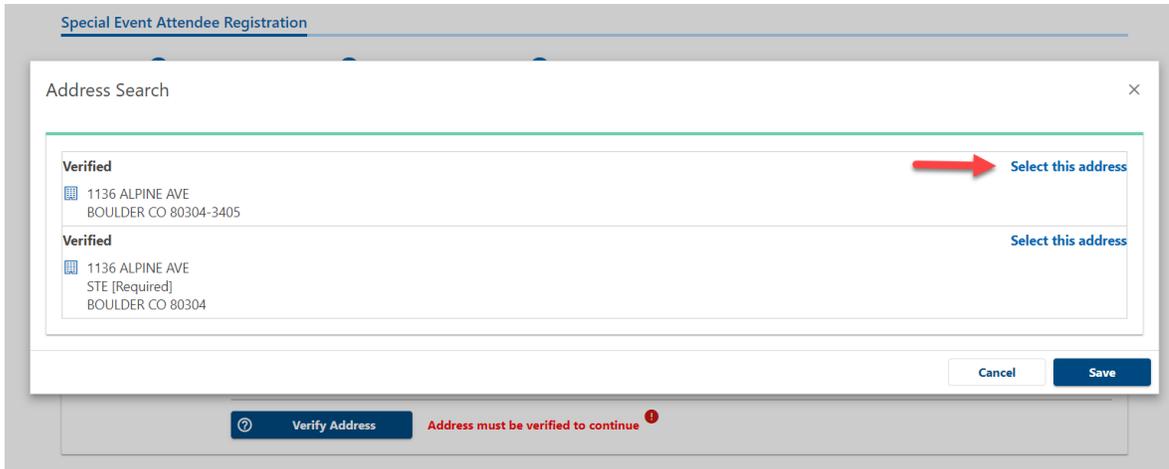
Unit Type Unit # City *Required*

State COLORADO \* Zip *Required* County

Attention

 Verify Address Address must be verified to continue 

You should get a pop-up screen like the one below. Find your verified address and select it.



Once the address is verified you can move on to the next step.



✔ Verified

6. Next, enter the contact information for your business.

7. Once your registration is complete you can submit the application. Special Event licenses are free for out-of-city vendors. Boulder-based businesses are required to have a normal business

license.

8. Once your registration processes, you will get an email from [donotreply\\_cpc@gentax.com](mailto:donotreply_cpc@gentax.com) with a copy of your Special Event License. Be sure to have a digital or printed copy of the license with you at the special event.

## How to file a special event return

1. Go to the Boulder Online Tax System ([https://boulderonlinetax.gentaxcpc.net/TAP/\\_/](https://boulderonlinetax.gentaxcpc.net/TAP/_/))
2. Under 'Returns' click 'File a Special Event Return'

 Search our online services

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3. Use the drop-down icons to select the year and month of the event and then select the event .

# Special Event Tax Return

## Special Event Tax Return

Event Information

**Event Information**

Event Year 2021

Event Month July

\* Special Event *Required*

*Required*

Boulder Creek Festival

4. You will need to type in the same identifying business information you used to register for the event.

# Special Event Tax Return

## Special Event Tax Return



### Business Information

\* Business Name *Required*

\* Customer Type *Required*

\* Customer Subtype *Required*

\* Id Type *Required*

RegId

Confirm RegId

\* Email *Required*

5. If you successfully pre-registered for the event you will now be taken directly to the return. You can see instructions for each tax type on the right hand side.

Event Information    Add Business Information    Add Return

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\* Is the total amount due for this return zero dollars?       

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Rate Type</td> <td style="width: 30%;">Food Service Tax</td> <td style="width: 40%;"></td> </tr> <tr> <td>Sales</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>Deductions</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>Net Sales</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>Tax Rate</td> <td style="text-align: right;">0.0015</td> <td></td> </tr> <tr> <td><b>Total Amount Due</b></td> <td style="text-align: right;"><b>0.00</b></td> <td></td> </tr> </table>	Rate Type	Food Service Tax		Sales	0.00		Deductions	0.00		Net Sales	0.00		Tax Rate	0.0015		<b>Total Amount Due</b>	<b>0.00</b>		<p>Instructions</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> Please put total revenue made from all sales of food and beverages. Note: this tax is in addition to the City of Boulder Sales Tax Rate which means both </div> <p>Deduction Reason</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
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Rate Type	Use Tax						
Sales	0.00						

If you owe tax on the return, answer 'No' to the first question and then type the amount of your gross sales from the event. Note- if you answer 'No' you will see an error message pop up. Once you fill out the return the error will disappear.

! Is the total amount due for this return zero dollars?       

There must be a total net tax due to be a non-zero return. Please correct the return or change your answer.

If you are a food or beverage vendor, please type the amount of your gross sales into the Food Service Tax line in addition to the Sales Tax line. The return will calculate the tax due based on the gross sales and food service tax sales that you input. In the example below the vendor sold \$1000 worth of food and beverages.

	Rate Type	Food Service Tax	Instructions	Please put total revenue made from all sales of food and beverages. Note: this tax is in addition to the City of Boulder Sales Tax Rate which means both
	Sales	1,000.00		
	Deductions	0.00		
	Net Sales	1,000.00	Deduction Reason	
	Tax Rate	0.0015		
	Total Amount Due	1.50		

	Rate Type	Sales Tax	Instructions	Please put the total revenue made at this event.
	Sales	1,000.00		
	Deductions	0.00		
	Net Sales	1,000.00	Deduction Reason	
	Tax Rate	0.0386		
	Total Amount Due	38.60		

6. After you click 'Submit' and then 'Next' you will be taken to the payment page where you will select the payment option you would like.

7.

Special Event Tax Return

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Event Information    
  Add Business Information    
  Add Return    
  Make a Payment

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**Summary**

Tax Due 40.10

Please select a payment method:

ACH Debit    
  Check    
  Credit Card

Please choose a payment option.

8. We recommend ACH Debit, where you can type in your banking information and instantly pay.

**Summary**

Tax Due 40.10

ACH Debit
  Check
  Credit Card

Please enter the banking information below. The bank account will be debited in 3-5 business days.

Payment Channel	Payment
Type Direct Debit - US Bank	Payment Type Pay Bill (ACH Debit)
Bank Account Type * <input type="text" value="Checking"/> <input type="text" value="Savings"/>	Payment Date 17-May-2021
Routing Number * <i>Required</i>	Amount 40.10
Account Number * <i>Required</i>	Confirm Amount * <i>Required</i>
Confirm Account Number * <i>Required</i>	

For check payment you will need to print the voucher in step 9 to mail in with the check. For credit card payment you will be emailed a link to our 3<sup>rd</sup> party site where you can pay by card. Please note there is a processing fee for credit card payments.

- Confirm your submission by typing in your email address twice.

**Confirmation** ✕

Are you sure you want to submit this return?

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

Email \*  
*Required*

Confirm Email \* Required  
*Required*

- The final page will give you an option to print out a copy of your return, along with a payment voucher if you did not pay immediately by ACH Debit. Click on 'Printable View' so that you can download, save and print your copy of the return for your records.

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## Confirmation

Thank you for using Boulder Online Tax System to submit your Special Event Tax Return. This transaction may take up to three business days to process.

**Payment Voucher** -- A payment voucher may be printed by clicking the "Printable View" button. If you wish to pay by mail, cut off the top portion of the voucher and mail with your check. Do not include a copy of your return.

Please click the "Printable View" button below to print a copy of your submitted special event tax return form for your records.

**Do not mail a copy of your printed return to the City of Boulder.**

Please keep this confirmation number for your records: **1-693-302-784**.

[Printable View](#)

[OK](#)