

Special Event Sales Tax:

If you are required to obtain a special event sales tax license please contact Loc Trang, Controller's Office (x14077 or june.hall@du.edu) 2-3 weeks prior to the event.

A special event sales tax license is required when your department is attending a conference and plan to sell merchandise outside of the University.

The license/sales tax return will be filled out by the Controller's office. Please note that the city tax requires a \$5.00 license fee (subject to change if you have multiple events) which will be calculate outside of your sales at the event.

For information on calculating sales tax please visit Sales Tax Issues and Guidance section at

<http://www.du.edu/controller/financialreporting/index.html>

Note that as of Jan 1, 2015 the current sales tax for merchandise sales:

City (Denver): 3.65%

State (Colorado): 2.90%

RTD & CD (Colorado): 1.10%

If you are attending a conference/event outside of the city/county of Denver please communicate this information with the Controller's Office.

State Tax Form:

<https://www.colorado.gov/pacific/sites/default/files/DR0589.pdf>

City Tax Form:

<https://www.denvergov.org/Portals/701/documents/Special%20Event%20Guide/2014/TX-2%20Tax%20Application.pdf>