

### Special Event Sales Tax:

If you are required to obtain a special event sales tax license please contact Sandy Burke [Sandy.Burke@du.edu](mailto:Sandy.Burke@du.edu) or Nick Caldwell [Nicholas.Caldwell@du.edu](mailto:Nicholas.Caldwell@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 an \$8.00 license fee (subject to change if you have multiple events) which will be calculated 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 January 1<sup>st</sup>, 2024, the current sales tax for merchandise sales:

City (Denver): 4.81%

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 to the Controller's Office.

Sales Tax Special Event Application:

<https://tax.colorado.gov/special-event-license>

[https://tax.colorado.gov/sites/tax/files/documents/DR0589\\_07-2022.pdf](https://tax.colorado.gov/sites/tax/files/documents/DR0589_07-2022.pdf)

Special Events Guide:

<https://tax.colorado.gov/special-event-sales-tax>