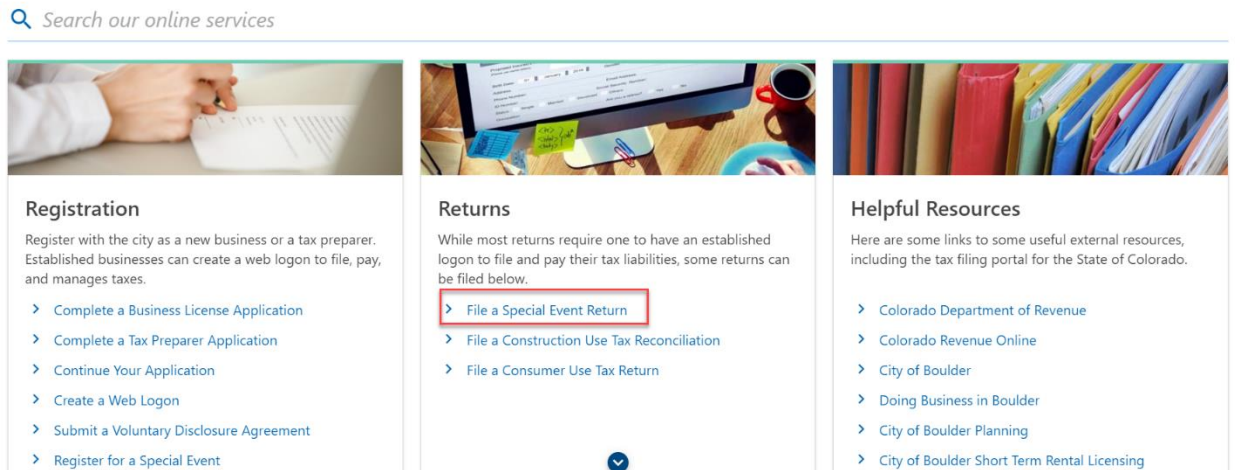


## How to file a special event return

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



**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

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 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](#)

Event Information      Add Business Information

### 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

---

\* 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: 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</p> <p>Deduction Reason: <input style="width: 100%; height: 40px;" type="text"/></p>
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>																		

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Rate Type	Sales Tax																		
Sales	0.00																		
Deductions	0.00																		
Net Sales	0.00																		
Tax Rate	0.0386																		
<b>Total Amount Due</b>	<b>0.00</b>																		

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Rate Type</td> <td style="width: 30%;">Use Tax</td> <td style="width: 40%;"></td> </tr> <tr> <td>Sales</td> <td style="text-align: right;">0.00</td> <td></td> </tr> </table>	Rate Type	Use Tax		Sales	0.00		<p>Instructions: Please put total inventory value of any tangible personal property used as samples, gifts, or give-a-</p>
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	Deduction Reason	
Deductions	0.00		
Net Sales	1,000.00		
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	Deduction Reason	
Deductions	0.00		
Net Sales	1,000.00		
Tax Rate	0.0386		
Total Amount Due	38.60		

If you are a retail only vendor, then be sure to use only the Sales Tax box to enter your total revenue from the event.

**Please note** the deduction lines are only for revenue that is not taxable under the City of Boulder revised code. **Business expenses are NOT deductible** on this sales & use tax return.

- 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. If you have not already paid your \$25 license fee upon registration, you will be prompted to pay the license fee at this stage along with the tax due

#### Special Event Tax Return

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.

- 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.

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

**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](#)

10. Go to the [Boulder Online Tax System](https://boulderonlinetax.gentaxcpc.net/TAP/)  
([https://boulderonlinetax.gentaxcpc.net/TAP/ /](https://boulderonlinetax.gentaxcpc.net/TAP/))

11. Under 'Returns' click 'File a Special Event Return'



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



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



14. 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.



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.



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.



15. 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. If you have not already paid your \$25 license fee upon registration, you will be prompted to pay the license fee at this stage along with the tax due



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



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.

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



18. 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.

