

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 a title 'Special Event Attendee Registration'. Below the title is a progress indicator with a single step 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', 'Boulder Creek Fest', and 'Test Jam'. At the bottom of the form, there are 'Cancel', '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 shows two steps: 'Event Information' (completed) and 'Add Business Information' (current). The main form area is titled 'Business Information' and contains five fields: 'Business Name' with the value 'SPECIAL EVENT VENDOR', 'Customer Type' with the value 'Business', 'Customer Subtype' with the value 'Limited Liability Company', 'Id Type' with the value 'Required', and 'RegId' with the value 'Fed Employer Id'. A dropdown menu is open for the 'RegId' field, showing options: 'Required', 'Fed Employer Id', 'Individual Taxpayer Id', 'Social Security Id', and 'Taxpayer Id'. The 'Confirm RegId' field is currently empty.

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

5. 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

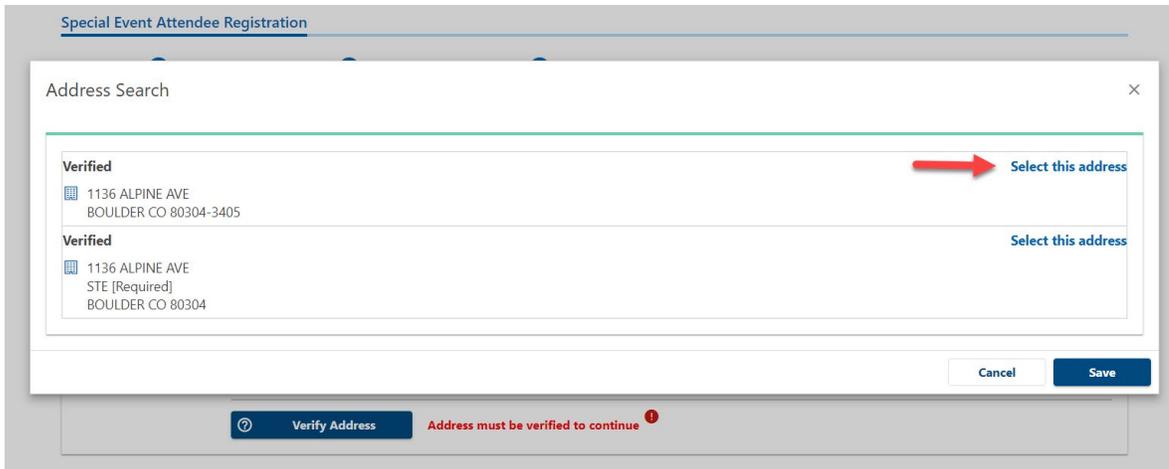
Unit Type Unit # City *Required*

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.

Special Event Attendee Registration

Event Information Add Demographic Information Add Contact Information

Contact Information

Contact Type	Business Owner
Contact Name *	Accountant Business Business Owner Corporate Officer Emergency Legal Representative Trustee
Email *	
Country	
Phone Type *	Required
Area Code *	Required
Phone Number *	Required
Extension	

- The last screen is the payment screen to pay your licensing fee of \$25.

Special Event Attendee Registration

Event Information Add Demographic Information Add an Address Add Contact Information Make a Payment

License Fee
Amount Due: \$25.00
Please select a payment method:

ACH Debit Check Credit Card

Please choose a payment option.

Cancel < Previous Submit

If you select ACH debit you will be prompted to enter your banking information. This is the recommended form of payment. For check payment you will need to print out a voucher to mail in with the check. For credit card payment you will be emailed a link to our 3rd party site where you can pay by card. Please note there is a processing fee for credit card payments.

- Once your registration processes, you will get an email from 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

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

Search our online services

The screenshot shows the website interface with three main columns: 'Registration', 'Returns', and 'Helpful Resources'. The 'Returns' column contains a list of options, with 'File a Special Event Return' highlighted by a red box. Below the 'Returns' column is a blue downward-pointing arrow icon.

Registration
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- > Complete a Business License Application
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- > Continue Your Application
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- > 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
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- > Doing Business in Boulder
- > City of Boulder Planning
- > City of Boulder Short Term Rental Licensing

- 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.

Special Event Tax Return

Special Event Tax Return



Is the total amount due for this return zero dollars? Yes No

Rate Type	Instructions	Sales	Deductions	Net Sales	Tax Rate	Total Amount Due
Sales Tax	Please put the total revenue made at this event.	0.00	0.00	0.00	0.0386	0.00
Food Service Tax	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 line items must be completed for food service businesses.	0.00	0.00	0.00	0.0015	0.00
Use Tax	Please put total inventory value of any tangible personal property used as samples, gifts, or give-a-ways.	0.00	0.00	0.00	0.0386	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? Yes No

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 as well. The return will calculate the tax due based on the gross sales and food service tax sales that you input.

Special Event Tax Return



Is the total amount due for this return zero dollars? Yes No

Rate Type	Instructions	Sales	Deductions	Net Sales	Tax Rate	Total Amount Due
Sales Tax	Please put the total revenue made at this event.	1,000.00	0.00	1,000.00	0.0386	38.60
Food Service Tax	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 line items must be completed for food service businesses.	1,000.00	0.00	1,000.00	0.0015	1.50
Use Tax	Please put total inventory value of any tangible personal property used as samples, gifts, or give-a-ways.	0.00	0.00	0.00	0.0386	0.00

Cancel < Previous Submit

- After you click 'Submit' 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.

Special Event Tax Return



Summary

Tax Due 40.10

Please select a payment method:

ACH Debit Check Credit Card

Please choose a payment option.

Cancel < Previous Submit

- 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

Type
Direct Debit - US Bank

Bank Account Type *
 Checking Savings

Routing Number *
Required

Account Number *
Required

Confirm Account Number *
Required

Payment

Payment Type
Pay Bill (ACH Debit)

Payment Date
17-May-2021

Amount
40.10

Confirm Amount *
Required

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 3rd party site where you can pay by card. Please note there is a processing fee for credit card payments.

8. 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

9. 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](#)