

**APPLICATION FOR BUSINESS / SALES TAX LICENSE**  
**CITY OF WOODLAND PARK**  
**P.O. BOX 9045**  
**WOODLAND PARK, COLORADO 80866-9045**  
**(719) 687-9246 FAX (719) 686-1010**

**PLEASE CHOOSE ONE AND COMPLETE AS REQUESTED**

**SIGNATURE IS REQUIRED AND INCOMPLETE APPLICATIONS WILL BE RETURNED**

- NEW APPLICATION** - Complete all questions and sign below
- RENEWAL- NO CHANGES** - CURRENT WOODLAND PARK BUSINESS ID # \_\_\_\_\_  
Complete only question # 1 and sign below
- RENEWAL – WITH CHANGES** – CURRENT WOODLAND PARK BUSINESS ID # \_\_\_\_\_  
Complete questions where information has changed and sign below

1. Company Name: \_\_\_\_\_ Phone \_\_\_\_\_
2. D.B.A. if Applicable: \_\_\_\_\_ Fax \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
4. Physical Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
5. E-Mail Address: \_\_\_\_\_
6. Description of Business: \_\_\_\_\_
7. Date business activity first conducted in Woodland Park : \_\_\_\_\_
8. Business locations inside Woodland Park City limits: \_\_\_\_\_  
\_\_\_\_\_
9. Type of Ownership: \_\_\_\_\_ Individual Social Security # \_\_\_\_\_ D.O.B. \_\_\_\_\_  
\_\_\_\_\_ Partnership \_\_\_\_\_ Corporation/LLC Federal Tax ID # \_\_\_\_\_  
State of Colorado Sales Tax License # \_\_\_\_\_  
Partnerships & Corporations: attach list of names of Officers and Titles.
10. Name of Local Manager: \_\_\_\_\_ Phone # \_\_\_\_\_
11. Woodland Park Tax Liability: \_\_\_\_\_ Sales Tax \_\_\_\_\_ Use Tax \_\_\_\_\_ Both  
Select tax return filing frequency  
\_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Semi-Annually \_\_\_\_\_ Annually  
\_\_\_\_\_ Tax Liability Not Applicable-PLEASE EXPLAIN \_\_\_\_\_

I, declare, under penalty of perjury, that this application has been examined by me; all statements made are in good faith and to the best of my knowledge and belief, are true, correct and complete.

**Signature of Owner/Officer:** \_\_\_\_\_ Title: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Date: \_\_\_\_\_

**COST: \$50 ANNUALLY – EXPIRATION DECEMBER 31<sup>ST</sup> - Call for prorated and penalty information**

TO BE COMPLETED BY THE CITY OF WOODLAND PARK FINANCE DEPARTMENT

Batch # \_\_\_\_\_ Approval/Denial \_\_\_\_\_  
Check # \_\_\_\_\_ Comments: \_\_\_\_\_  
Amount \_\_\_\_\_