

*The City of Arvada Sales Tax Division
invites you to attend a **FREE**
Sales and Use Tax Class*

Learn About:

- ✓ Licensing, forms, and payment procedures
- ✓ What and when to tax; and what not to tax
- ✓ Record keeping and return preparation
- ✓ Vendor fees (reimbursements to vendor)
- ✓ Delinquency/deficiency
- ✓ Refunds
- ✓ What use tax is and how it applies to your business
- ✓ Audits
- ✓ Tax issues

Classes are open to all Arvada taxpayers and tax return preparers. Each class will last approximately one hour over the lunch hour; you are welcome to bring your lunch with you. Also, bring paperwork or related questions along with you to class, as there will be time during and afterwards for one-on-one assistance for those who may need it.

Classes are from 12 noon – 1 pm

Thursday – January 14, 2010
Thursday – February 11, 2010
Thursday – March 11, 2010
Thursday – April 8, 2010
Thursday – May 13, 2010
Thursday – June 10, 2010

Thursday - July 8, 2010
Thursday – August 12, 2010
Thursday - September 9, 2010
Thursday – October 14, 2010
Thursday – November 11, 2010
Thursday – December 9, 2010

For more information and reservations, please call 720-898-7100. Be sure to mark your calendars for the session you will be attending. All classes will be held in the Public Works Conference Room in the main City Hall Building at 8101 Ralston Road in Arvada, CO.

