

*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 12, 2012  
Thursday – February 9, 2012  
Thursday – March 8, 2012  
Thursday – April 12, 2012  
Thursday – May 10, 2012  
Thursday – June 14, 2012

Thursday - July 12, 2012  
Thursday – August 9, 2012  
Thursday - September 13, 2012  
Thursday – October 11, 2012  
Thursday – November 8, 2012  
Thursday – December 13, 2012

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.

