



CITY OF ARVADA

FINANCE DEPARTMENT

The Revenue Division staff invites you to attend a free class on collecting and reporting Sales and Use Tax

We will cover important tax topics such as:

- Licensing requirements, tax forms, and payment options
- What and when to tax or not tax items
- Record-keeping and return preparation
- What are vendor fees and when are they applicable
- What is use tax and how it applies to your business
- How delinquent or deficient accounts are handled
- Refund requirements and forms
- What to expect from an audit or new business evaluation

Bring along your specific tax-related questions, as there will be time during and afterwards for one-on-one assistance for those who may need it.

Thursday – January 8, 2015

Thursday – February 12, 2015

Thursday – March 12, 2015

Thursday – April 9, 2015

Thursday – May 14, 2015

Thursday – June 11, 2015

Thursday - July 9, 2015

Thursday – August 13, 2015

Thursday - September 10, 2015

Thursday – October 8, 2015

Thursday – November 12, 2015

Thursday – December 10, 2015

Classes are held from 12 noon – 1 pm in the Public Works Conference room, located on the 2nd floor of City Hall, 8101 Ralston Road, Arvada, CO



For more information and to reserve a spot, please call 720-898-7100, option 1.