

Frequently Asked Questions (FAQ) Regarding Business License Updates

- Will I have to file a Sales and Use Tax return?
Yes, this process will not change. Returns and payments will still be required based on the businesses filing frequency. Businesses that do not owe anything are still required to file a zero return.
- Can I file my Sales and Use Tax return online?
Yes, we now offer online filing and payment remittance. You can request to “File Online” when updating your business license information online or you can request access at www.arvada.org/business/sales-tax/ and under “Related Links” select “Register to File and Remit Tax Online.”
- How much does it cost to file and pay my Sales and Use Tax return online?
You can file your tax return online for free! If you owe the City of Arvada you can pay with e-check, Visa, MasterCard, or Discover. If you use a credit card the processing company charges a 3% fee per transaction, however e-check payments are free of charge.
- Will the business license update process lead to an audit of my sales and use tax records?
No, the audit process will not change. Businesses are selected for audit randomly unless there is a glaring concern on an account such as delinquent filing periods, non-payment of Sales and Use tax due to the City, etc.
- Is there a fee to file a new or updated business license?
No, new and updated business licenses will continue to be free. However, if the city has to make more than two requests of a business to update their business information a \$25 dollar late fee will be assessed.
- How are home-based businesses handled?
The business license process for home-based businesses has not changed. Any business based in the City of Arvada is required to be licensed. Home-based businesses are required to read, understand and comply with municipal code statute 5.3.4. This supplemental information sheet is required before the business can be approved or renewed.
- Will my information be kept confidential?
There will be no change as to how information is handled. Individual identifiable tax information about any business as well as sales figures will remain proprietary. As a reminder, the Colorado Open Records Act (CORA) does require that certain information be open for public record.