



SPECIAL EVENT VENDOR RESPONSIBILITIES

1. Register online at craig.munirevs.com for a sales tax account. Note on the application that it will be for a special event.
2. Provide the host with a copy of the sales tax registration.
3. Display a copy of the sales tax registration at your booth during the event.
4. Login to craig.munirevs.com to complete the sales tax return and remit payment by the 20th day of the month following the event to avoid penalty.
 - Even if you regularly submit sales tax to the city, you must remit the taxes from each special event separately.
 - The late filing fee is a 10% penalty of the balance due with a \$15 minimum fee.
 - The monthly interest rate is 1.5% of the balance due on late payments.
5. Payments can also be made by cash, check, money order, and credit or debit card at the City of Craig Finance Department. Check and money order payments can be mailed in with a completed return.
6. Alternately, vendors can complete a paper sales tax form and return to the City of Craig Finance Department.

DIRECT SALES REPRESENTATIVES

1. Please verify that your company remits sales tax to the City of Craig on your behalf. If it does not, you will be required to collect & remit the sales tax on your own.
2. If your company does remit sales tax, you are still required to apply for a sales tax account and submit a return that reflects sales made at the event.
3. If you are required to submit sales tax on your own, please refer to the guidelines provided at the top of this page.

NONPROFIT VENDORS

1. To be exempt from collecting sales tax, the organization must meet all the following:
 - You must be a 501(c)(3) and have a Colorado exemption certificate.
 - Sales must be conducted for a total of 12 days or fewer during a calendar year.
 - Net proceeds from all events/sales are less than \$25,000 in that calendar year.
2. If you have sales for 13 days or reach \$25,000 in net proceeds, you must obtain a sales tax registration and remit sales tax on all sales that occurred in that calendar year, including sales that were exempt prior to the date when the threshold was exceeded.
3. If you are a nonprofit that must collect sales tax, please see the guidelines for special events above.

INFORMATION ONLY VENDORS

1. If your organization will only be providing information, please do not fill out a sales tax application or return.