



TOWN OFFICE USE ONLY	
Date Received: _____	By: _____
Amount: _____	Pmt Type: _____

## Retail Marijuana Sales Tax Return

**Business Name:**

**State Tax ID:**

Retail marijuana sold for the monthly period of \_\_\_\_\_  
(mm/yyyy)

Please enter the total Taxable Sales from the Colorado Department of Revenue online form titled – **Retail Marijuana Sales Tax Return**. The Town Retail Marijuana Sales Tax rate is 5%

- A. Line 3 Taxable Sales.....
- B. Town Marijuana Sales Tax Rate (5%) X
- C. Town Marijuana Sales Tax.....

***In accordance with Town of Palmer Lake Municipal Code 3.25, I hereby certify, on behalf of the retail marijuana business remitting the tax and under penalty of perjury, that the statements made herein are to the best of my knowledge true and correct and that the amounts listed above accurately reflect the full amount of tax due to the Town of Palmer Lake, see sections: §3.25.010, §3.25.030.***

\_\_\_\_\_  
Signature Date (mm/dd/yyyy) Phone Number

Printed Name Title

NOTE: This return is not complete without being accompanied by a copy of the licensee’s state retail tax return for the same month.

-----  
**OFFICE USE ONLY:**

- D. Penalty. Multiply Line C by 10%:*
- E. Interest. Multiply Penalty by 8% per month late:*
- F. Amount Owed: (Total of lines C, D & E)*

## PROCESS TO PAY TOWN OF PALMER LAKE RETAIL MARIJUANA SALES TAX

1. The Town of Palmer Lake Marijuana Sales Taxes are due the 20th of every month for retail marijuana transfers made the previous month.
2. The Town Marijuana Sales Tax Return form can be found on the Town website at <https://www.townofpalmerlake.com/forms>.
3. Complete the Town Sales Tax Return after submitting your State taxes online.
4. Print out the State Sales Tax return as this must be attached to your Town Sales Tax Return.
5. The total amount on the Town Sales Tax Return must match the State Sales Tax Return.
6. Submit payment and Town Sales Tax Return with a copy of the State Sales Tax Return.
7. Payment by check or money order is preferred. If mailed, payment must be postmarked by the 20th of the month and mailed to:

Town of Palmer Lake  
PO Box 208  
Palmer Lake, CO 80133  
ATTN: Finance Office.
8. If you have questions, email [finance@palmer-lake.org](mailto:finance@palmer-lake.org) or call 719-481-2953.