

An application for a Westminster Sales and Use Tax License will go through a few steps before the approval is given to the City Clerk's office to issue a license with an account number for remitting sales tax to Westminster. Generally a license can be issued within 7 days.

Step 1: The application will be reviewed by the City Clerk's office to make sure that all the information required on the Business Registration form is complete.

Step 2: Within 2-3 days, the completed application will be entered into a database where an account number will be generated.

Step 3: The application is then routed to the **Sales Tax Division**. They will review the application to make sure the requested reporting frequency in box 64 is appropriate for the type of business indicated. That Division will automatically mail out information to the tax correspondence address provided regarding the collection and remitting of Sales/Use Tax to the city. This mailing will provide the account number generated and the set filing frequency. **All tax questions** and filings should be directed to the *Sales Tax Division*, not the City Clerk's office, at 303-658-2065 or salestax@cityofwestminster.us.

Step 4: **License Approved** - Once the City Clerk's office receives the approval from the Sales Tax Division, a license will be generated on 4x9 cardstock and mailed to the licensing correspondence address provided. They do not keep a copy of the license with the file so it is important that you keep your account number handy for any questions and tax filings.

Step 4: **License Denied** – Should the Sales Tax Division have grounds to deny a license, a letter will be mailed indicating the reason for the denial.