P.O. Box 128
19750 County Road 31
Gilcrest, Colorado 80623
Office (970) 397-6430 • Fax (970) 737-2427
hana@townofgilcre8t.org

# Business License Application

| Business License Fee | Expires December 31st | $50.00 |
|---|---|---|

| Mail To: | For Town Use Only |
|---|---|
| Town of Gilcrest<br>P.O. Box 128<br>10970 County Road 31<br>Gilcrest, Colorado 80623<br>Office: 970-737-2426 Fax:<br>970-397-6430<br>hana@townofgilcrest.org | Annual ☐ Business License ☐<br><br>Amount Paid ☐ Date Rec'd. ☐<br>Check No.: ☐ Receipt No.: ☐<br>Rec'd By: ☐ |
| **PLEASE TYPE OR PRINT LEGIBLY** | **Please complete application in full** |

**SECTION ONE** – ***All information provided in this section of the application is considered public information and is required to be released upon public request.***

1.) Type of Ownership: Sole Proprietor ___ Partnership ___ Corporation ___ Limited Liability ___ Other ___

2.) Taxpayer Name (Owner, Partners, or Corporation Name):
_____

3.) Trade Name (Doing Business As or DBA): _____

4.) Physical Business Address: _____
PO Box/Street Address City State Zip

5.) Mailing Address: _____
PO Box/Street Address City State Zip

6.) Phone Numbers: _____ / _____
Business / Corporate Number Home Number

7.) Website Address: _____ E-Mail Address: _____

8.) Nature of Business: (Check all that Apply): Wholesale ___ Manufacturing ___ Construction ___ Service ___ Retail ___
Office Only ___ Oilfield ___ Communications/Telecom ___ Finance/Insurance/Real Estate ___ Home Base Business ___

9.) What is your main product/service? _____

**SECTION TWO** – ***Complete SECTION TWO IF you have a physical presence in Gilcrest. All information provided in this section of the application is considered public information and is required to be released upon public request.***

10.) Is this business in a: Private Residence ____ Commercial Building____?
11.) Do you lease or own your building? Lease ____ Own ____ Approximate sq. ft. of business space: _____

_____
Property Owner/Manager PO Box / Street Address, City, State, Zip Business Telephone

12.) Number of Employees including yourself: Full - Time _____ Part – Time _____

13.) Do you have business locations in Gilcrest? Yes _____ No _____ How Many _____ Date Business Opened: _____
*(IF MORE THAN ONE BUSINESS LOCATION, a separate application must be completed per business locations).*

14.) Owner, Local Manager or Registered Agent (Corporate Officer):

_____
Name Address, City, State, Zip Phone

**Section Three – *All information provided in this section of the application is considered CONFIDENTIAL.***

15.) List Owner(s) or Corporate Officers: *(attach supplemental sheet if necessary).*

_____
Name Position Home Number

_____
Home Address City State Zip

_____
Name Position Home Number

_____
Home Address City State Zip

16.) Local Manager or Representative: _____
Name of Contact Person Address City State Zip

17.) State of Colorado Sales Tax License No.: _____ Federal Employer I.D. (FEIN) _____

18.) State Assigned NAISC Code (if known): _____

**I declare, under penalty of perjury in the second degree, that this application has been examined by me that the statements made herein are made in good faith pursuant to Colorado and the Town of Gilcrest tax laws and regulations and to the best of my knowledge and belief, are true, correct, and complete.**

Signed: _____ Title: _____
*Signer must be the person that is legally responsible for the business (i.e., owner, partner, officer, etc.)*

Print Name: _____ Title: _____

**Please be sure to check with other departments of the Town to ensure compliance with all other applicable laws and regulations. Issuance of the Sales Tax License does not mean conformance with Zoning provisions, and / or other requirements.**

**FOR YOUR INFORMATION**

**WHERE DO I GO TO GET INFORMATION ON LICENSING FOR THE STATE OF COLORADO?**

When opening a new business in the State of Colorado call the Colorado Business Assistance Center, (303) 894-2166 in Denver or website at www.dora.state.co.us.

To obtain a sales tax, wage, withholding tax, or other business tax number, visit the Denver Service Center at 1375 Sherman Street, Denver or any Taxpayer Service Center in Colorado. You may also get the "Colorado Business Registration" Form (CR0100) through the Colorado Department of Revenue web site at www.taxcolorado.com, or call the Forms Hotline at (303) 238-FAST (3278).