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Carryout Bag Fee Instructions

General Information

Retailers must file a carryout bag fee return quarterly, even if the retailer did not collect over \$20 in fees and will not be submitting any money. The returns and checks should be mailed to the following address:

Teller County Finance Department
P.O. Box 959
Cripple Creek, CO 80813

Form Instructions

In preparing a carryout bag fee return, a retailer must include its identifying information (such as legal business name and Colorado account number), the filing period, due date, and authorized representative information and signature.

Retailers -must enter their Colorado Department of Revenue (DOR) Sales Tax account number, which includes their eight-digit and four-digit site/location numbers on each return and check. If the retailer has multiple locations, a separate return must be filed for each location.

Returns are due on the 20th day of the month following the reporting quarter.

1st Quarter (January to March): due April 20th
2nd Quarter (April to June): due July 20th
3rd Quarter (July to September): due October 20th
4th Quarter (October to December): due January 20th

The return is due the next business day if the 20th is a weekend or legal holiday.

Line 1. Enter the total amount of fees collected.

Line 2. The percentage of fees to be submitted to Teller County.

Line 3. Multiply Lines 1 and 2 to calculate the dollar amount to be submitted to Teller County.

The check submitted to Teller County should be equal to Line 3.

Legal Business Name: _____ DOR Account Number: _____

Filing Period: _____ Due Date: _____

Check here if fees collected are under \$20 and will be remitted next quarter. <input type="checkbox"/>		
1	Total carryout bag fees collected for quarter.	\$
2	Fee revenue owed to Teller County	60%
3	Total due to Teller County	\$

Authorized Representative:

Name: _____ Title: _____

Phone: _____ E-mail: _____

Signature: _____ Date: _____