



(719) 689-2988 tellercounty.gov Fax (719) 686-7915

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: _____