

PROCESS FOR PAYING PUEBLO COUNTY EXCISE TAX

1. Pueblo County Excise Taxes are due the 20th of every month for unprocessed retail marijuana transfers made the previous month.
2. Complete the Excise Tax worksheet after submitting your state taxes online.
3. Print out the state Excise Tax return as this will need to be attached to your county excise tax return.
4. The Excise Tax worksheet should utilize the same numbers submitted to the state for Pueblo County cultivations.
5. Payment by check or money order is preferred; payment must be postmarked by the 20th of the month and mailed to Pueblo County Budget & Finance; 215 W 10th Street, Ste 217; Pueblo, CO 81003
6. Cash payments will be accepted on the business day closest to the 20th of the month as well as the 2 preceding business days during business hours of 8-11:30 a.m. and 1-4:00 p.m. Bring payment to the Pueblo County Courthouse, 215 W 10th Street, 2nd floor room 217 (Finance and Budget Department).
7. To make payment at other times, please make an appointment by calling 583-6554 or by emailing mjtaxes@co.pueblo.co.us
8. The collection dates calendar and forms will be posted on the County Web Site <http://county.pueblo.org> under “departments/budget and finance/recreational marijuana sales and excise tax”.
9. Accompany payment with a completed, signed county excise tax form and a copy of the state excise tax form.

Questions? Email mjtaxes@co.pueblo.co.us



PUEBLO COUNTY MARIJUANA EXCISE TAX RETURN

Pueblo County Budget & Finance Office

215 W 10th Street, Ste 217

Pueblo, CO 81003

[MJTaxes@co.pueblo.co.us](mailto: MJTaxes@co.pueblo.co.us)

Business Name: _____

State Tax ID: _____

Unprocessed Retail Marijuana Transferred during _____ :
Month/year

	Pounds or Items		AMR *		Taxable Value
1 Weight in Pounds of Bud/Flower Transferred		X	\$1,816	=	\$ _____
2 Weight in Pounds of Shake/Trim Transferred		X	\$505	=	\$ _____
3 Number of Immature Plant Transfers		X	\$10	=	\$ _____
4 Number of Wet Whole Plants		X	\$209	=	\$ _____
5 Number of Seeds		X	\$2	=	\$ _____
6 Total Valuation (sum of lines 1 to 5)				=	\$ _____
7 County Excise Tax Rate **				X	0.01
8 Excise Tax (line 6 multiplied by line 7)				=	\$ _____
9 Penalties, interest or late fees				+	\$ _____
10 Amount Due (line 8 plus line 9)				=	\$ _____

I hereby certify, on behalf of the establishment 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 below accurately reflect the full amount of tax due to Pueblo County.

 Signature Date Phone #

 Printed name Title

Please provide any additional information, i.e. business status changes, contact changes, etc :

* AMR or *Average Market Rate* is the rate established by the State of Colorado each January and July. Report the same rate used on your state excise tax return.

** This rate varies by year. For transfers made in 2016 the rate is 1%, 2017 - 2%, 2018 - 3%, 2019 - 4%, 2020 and later - 5%.

NOTE: Unless otherwise permitted by the Designated Agent, this return is not complete without being accompanied by a copy of the licensee's state excise tax return for the same month.