



# PUEBLO COUNTY MARIJUANA RETAIL SALES TAX RETURN

Pueblo County Budget & Finance Office  
215 W 10th Street, Ste 217  
Pueblo, CO 81003  
[MITaxes@co.pueblo.co.us](mailto:MITaxes@co.pueblo.co.us)

Business Name: \_\_\_\_\_

State Tax ID: \_\_\_\_\_

Gross Retail Marijuana sales for the period \_\_\_\_\_ :  
Month/Year

1	Gross sales of Retail Marijuana		\$	_____
2	Deductions (explain _____ _____)		- \$	_____
3	Net Taxable Sales (line 1 minus line 2)		= \$	_____
4	County retail sales tax rate		X	_____ 0.06
5	Gross County Sales tax (line 3 multiplied by line 4)		= \$	_____
6	Sales Tax Vendor's fee: If taxes are paid on time, enter result of multiplying line 6 by 0.0333; if taxes are paid late enter zero		- \$	_____
7	Total County Sales Tax (line 5 minus line 6)		= \$	_____
8	Penalties, interest or late fees		+ \$	_____
9	Tax Due (line 7 plus line 8)		= \$	=====

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. :

**NOTE: Unless otherwise permitted by the Designated Agent, this return is not complete without being accompanied by a copy of the licensee's point-of-sales report for the same month.**

## PROCESS FOR PAYING PUEBLO COUNTY RETAIL MARIJUANA SALES TAX

1. Retail Marijuana Sales Taxes are due the 20<sup>th</sup> of every month for sales made the previous month.
2. The Sales Tax return should be prepared using your point-of-sale system that shows total sales for the previous month.
3. Payment by check or money order is preferred; payment must be postmarked by the 20<sup>th</sup> of the month and mailed to Pueblo County Budget & Finance; 2015 W 10<sup>th</sup> Street, Ste 217; Pueblo, CO 81003.
4. Cash payments will be accepted on the business day closest to the 20<sup>th</sup> of the month as well as the 2 proceeding 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 10<sup>th</sup> Street, 2<sup>rd</sup> floor room 217 (Finance and Budget Department).
5. To make payment at other times, please make an appointment by calling 583-6553 or by emailing [mjtaxes@co.pueblo.co.us](mailto:mjtaxes@co.pueblo.co.us)
6. 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”.
7. Accompany payment with a completed, signed sales tax return and a copy of the point-of-sales report (i.e. cash register tape).

Questions? Email [mjtaxes@co.pueblo.co.us](mailto:mjtaxes@co.pueblo.co.us)