

# Pueblo County

## Carryout Bag Fee Return Instructions



### General Information

Retailers must file a carryout bag fee return quarterly, even if the retailer did not collect over \$20 in carryout bag fees and will not be submitting any money.

The returns and checks should be mailed to the following address:

**Pueblo County Budget and Finance**  
**215 W. 10<sup>th</sup> Street**  
**Pueblo, CO 81003**

### 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 account number, which includes their eight-digit and four-digit site/location numbers, on each return and check. If a retailer has multiple locations, a separate return must be filed for each location.

Returns are due on the 20<sup>th</sup> day of the month following the reporting quarter.

1<sup>st</sup> Quarter (January – March): due April 20

2<sup>nd</sup> Quarter (April – June) due July 20

3<sup>rd</sup> Quarter (July – September) due October 20

4<sup>th</sup> Quarter (October – December) due January 20

The return is due the next business day if the 20<sup>th</sup> is on a Saturday, Sunday, or legal holiday.

**Line 1.** Enter the total amount of carryout bag fees collected

**Line 2.** The percent of carryout bag fees that is to be submitted to Pueblo County

**Line 3.** Multiple Line 1 and Line 2 to calculate the dollar amount that is to be submitted to Pueblo County

The retailer's check submitted to Pueblo County should equal Line 3.

# Pueblo County

## Carryout Bag Fee Return

Legal Business Name \_\_\_\_\_

Colorado Account Number \_\_\_\_\_

Filing Period \_\_\_\_\_ Due Date \_\_\_\_\_

Check here if fees collected are under \$20 and will be remitted next quarter		
1	Carryout Bag Fee Revenue collected for the quarter	
2	Fee Revenue owed to the County	60%
3	Total Due	

Authorized Representative

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_