



Town of Windsor

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:

Town of Windsor Sales Tax
301 Walnut Street
Windsor, CO 80550

Form Instructions

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

If a 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 – March): due April 20

2nd Quarter (April – June) due July 20

3rd Quarter (July – September) due October 20

4th Quarter (October – December) due January 20

The return is due the next business day if the 20th 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 Town of Windsor

Line 3. Multiple Line 1 and Line 2 to calculate the dollar amount that is to be submitted to Town of Windsor

The retailer's check submitted to Town of Windsor should equal Line 3.



Town of Windsor

Carryout Bag Fee Return

Legal Business Name _____

Sales Tax Account Number _____

Filing Period _____ Due Date _____

Check here if fees collected are under \$20 and will be remitted next quarter			<input type="checkbox"/>
1	Carryout Bag Fee Revenue collected for the quarter		
2	Fee Revenue owed to the Town of Windsor		60%
3	Total Due		

Authorized Representative

Name _____ Title _____ Phone # _____ Email _____

Signature _____ Date _____