



## Specific Instructions for Disposable Bag Tax Return

### Filing Frequency – Quarterly

**DUE Date – on or before the 20<sup>th</sup> day of the month following the end of the quarter**

- File each return even when no tax is due.
- A store need not remit carryout bag fees collected in any quarter in which the collected fees total less than twenty dollars. The store shall retain those collected fees until the store has more than twenty dollars worth of collected fees to remit and shall remit those fees as part of the next quarterly remittance.
- Read the specific instructions before completing the return.
- Complete the return which corresponds to the period for which you are filing. Complete the entire return including SIGNATURE.
- Payment can be made online at <https://www.colorado.gov/payment/townoffoxfield>
- If paying by check: Payable to the Town of Foxfield and mailed to: Town of Foxfield, P.O. Box 461450, Foxfield, CO 80046
- Returns can be emailed to [clerk@townoffoxfield](mailto:clerk@townoffoxfield) or mailed to the above address.
- If the 20<sup>th</sup> falls on a weekend day or national holiday, the return is due the next business day.

Line 1 NUMBER OF DISPOSABLE BAGS DISTRIBUTED: Report the number of disposable bags distributed to customers during the period covered, less the number of disposable bags distributed to customers under federal or state food assistance programs.

Line 2 DISPOSABLE BAG TAX DUE: Report the amount of disposable bag tax due by multiplying Line 1 “Number of Disposable Bags Distributed” by \$0.10.

Line 3 EXCESS TAX COLLECTED: Report any amount of disposable bag tax collected in excess of the effective rate of tax levied on disposable bags.

Line 4 TOTAL DISPOSABLE BAG TAX DUE: Add lines 2 & 3.

Line 5 VENDOR FEE DEDUCTION: Report the calculated vendor fee deduction amount by multiplying Line 1 “Number of Disposable Bags Distributed” by the vendor fee rate.

Line 6 TOTAL ADJUSTED BAG TAX DUE: Subtract line 5 from line 4.