



City of Cañon City

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Cañon City, CO 81215-1460
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Finance Department
Sales/Use Tax
Division

2019 SALES/USE TAX LICENSE RENEWAL INFORMATION

Dear Taxpayer:

The City of Canon City Municipal Code, Section 3.12.210(B), requires that all sales tax licensees renew their sales tax license by the end of the calendar year.

Annual License Fee (Due December 31, 2018): **\$20**

If payment is received after January 31, 2019, but before March 1, 2019, a late charge of \$25 will be added: **\$45**

If payment is not received by March 1, 2019, an administrative penalty fee of \$100 will be added: **\$120**

TO RENEW YOUR LICENSE go to the City of Canon City website at www.canoncity.org.

- 1) Click on the **SALES TAX PAYMENT** link which will direct you to the City of Canon City on-line system whereby you can log-in and complete the License Renewal. Log-in information is on the following page.
- 2) Click on the **RENEW A LICENSE** link.
- 3) Choose Sales Tax and click **CONTINUE**
- 4) Click **CONTINUE**
- 5) Click **SUBMIT**
- 6) Put your name in Signature line and click **SAVE FORM**
- 7) Choose Make Online Payment and Click **CONTINUE**

Please log-in to your account at www.canoncity.org and update your Business Contact Info, including the primary email address. We will be sending future correspondence through Email.

Thank you,

Tarla Daniel
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