



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:

**Douglas County Finance Department
100 Third Street
Castle Rock, CO 80104**

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 Dept. of Revenue (DOR) Sales Tax 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 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 Douglas County.
- Line 3.** Multiple Line 1 and Line 2 to calculate the dollar amount that is to be submitted to Douglas County. The retailer’s check submitted to Douglas County should equal Line 3.

Douglas County Carryout Bag Fee Return

Legal Business Name: _____ DOR Account Number: _____
 Filing Period: _____ Due Date: _____

Check here if fees collected are under \$20 and will be remitted next quarter. _____

1	Total Carryout Bag Fee Revenue collected for the quarter.	\$
2	Fee Revenue owed to Douglas County.	60%
3	Total Due to Douglas County.	\$

Authorized Representative

Name: _____ Title: _____
 Phone: _____ Email: _____

Signature: _____ Date: _____