

LA PLATA 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:

La Plata County Finance Department, 1101 E. 2nd Avenue, Durango, CO 81301

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 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 La Plata County.

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

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

LA PLATA 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 _____