



Revised November 2025

CITY OF LOVELAND SALES TAX RETURN INSTRUCTIONS

Line 1	Enter total receipts from all sales, services, rentals, leases (both taxable & non-taxable)	Line 4	Enter the difference between Line 2B and total deductions	
Line 2A	Enter bad debts collected during the period, which were previously deducted on line 3D in prior periods	Line 5	Calculate the amount of Loveland sales tax due by multiplying Line 4 by 3%	
Line 2B	Enter the total of lines 1 and 1A	Line 6	Enter the amount, if any, of Loveland tax collected from customers in excess of the amounts on Line 5	
Line 3A	Enter receipts from non-taxable service charges, fees, or labor	Line 7	Enter the totals of Line 5 and Line 6	
Line 3B	Enter sales to other <u>licensed</u> dealers for resale	Line 8A	If the return is filed after the due date, add 10% of line 7 or \$15, whichever is greater	
Line 3C	Enter sales of goods shipped or delivered <u>outside of Loveland</u> to a <u>non-resident</u> (Including Building Materials)	Line 8B	If the return is filed after the due date, add 1% for each month late of line 7	
Line 3D	Enter unsecured bad debts from open accounts written off during the reporting period. Enter only those bad debts upon which Loveland tax was previously remitted. Bad debts are not deductible if returns are filed on a cash basis, or, if the seller retains title to the merchandise as collateral	Line 9A	Enter the total from Schedule B	
		Line 9B	Calculate the amount of tax due by multiplying Line 9A by 3%	
		Line 10	Enter the totals of lines 7, 8A, 8B and 9B	
		Line 11	Enter the total amount due if you received a deficiency notice. If you are claiming a credit you must attach documentation and enter the amount here or file a claim for refund	
Line 3E	Enter the amount allowed to customers for trade-ins during the reporting period. This deduction is only allowed if the exchanged property will be resold at a retail by the taxpayer	SCHEDULE B		
		Calculate the amount of building materials subject to tax by multiplying the purchase price by 3%.		
		Calculate the amount of tax due on the sale/purchase of business equipment by multiplying the total assets by 3%.		
Line 3F	Enter receipts from sales of gasoline and cigarettes. Cigars and other tobacco products are subject to tax	NOTE:	The City of Loveland <u>DOES NOT</u> have consumers use tax.	
Line 3G	Enter receipts from sales to religious, charitable, or governmental organizations, which are exempt from Loveland tax and have a valid exemption number. The number must be shown on the invoice to be exempt	Sale/Purchase of a Business		
		If your business has been sold to a new owner, sales tax <u>may</u> be due on the selling price of the tangible personal property assets, except for inventory to be resold.		
Line 3H	Enter the sales amount of any goods returned during the period on which Loveland tax was previously submitted	Interest Calculation Example		
Line 3I	Enter receipts from sales of prescription drugs, wheelchairs, and other prosthesis devices	Late returns are assessed interest equal to 1% per month from the due date of the payment. For example, interest on a late return for the period of <u>May 1st through May 31st</u> is calculated as follows:		
Line 3J	Enter receipts from sales purchased with food stamps	Date Filed:	# of Months Late:	Interest Due:
Line 3K	Enter receipts from lodging over 30 days	June 20th	0	None
Line 3L	Enter receipts from food for home consumption.	June 25th	1	Tax Due x 1%
Line 3M	OTHER DEDUCTIONS: (Please list)	July 23rd	2	Tax Due x 2%
	Sales of building materials to building permit holders when delivered within the City Limits (Exclude pickups in the City \$ using County Permits)	August 18th	2	Tax Due x 2%
	Restaurant Utility Adjustment \$	August 21st	3	Tax Due x 3%
	Miscellaneous Other \$			