



FOR ASSISTANCE VIEWING OR READING ANY CITY DOCUMENTS,

please call 970-221-6515 (V/TDD: Dial 711 for Relay Colorado) for assistance or contact the City's ADA Coordinator via email adacoordinator@fortcollins.gov or phone: 970-416-4254.

[A Request for Reasonable Accommodation](#)
can also be completed online.

For more information about the City's Non-Discrimination policy and Accessibility efforts, visit fortcollins.gov/Non-Discrimination.





MEMORANDUM

MARKETPLACES AND LODGING TAX

Effective November 1, 2021 the City of Fort Collins adopted a new lodging tax ordinance requiring Marketplace Facilitators to collect and remit lodging tax.

[READ THE NEW LODGING TAX ORDINANCE HERE](#)

Please be aware that the City previously adopted a sales tax ordinance for Marketplace Facilitators that was effective 11/1/20. [Read that ordinance here.](#)

Who is regulated by this ordinance?

This ordinance applies to businesses that meet the definition of marketplace facilitator and marketplace seller. Please see the definitions listed below.

Marketplace facilitator shall mean a person who:

- (1) Contracts with a marketplace seller or multichannel seller to facilitate for consideration, regardless of whether or not the consideration is deducted as fees from the transaction, the sale of the marketplace seller's tangible personal property, products, or services through the person's marketplace or a marketplace operated by the person;
- (2) Engages directly or indirectly, through one or more affiliated persons, in transmitting or otherwise communicating the offer or acceptance between a purchaser or consumer and the marketplace seller or multichannel seller; and
- (3) Either directly or indirectly, through agreements or arrangements with third parties, collects or accepts and processes payment from the purchaser or consumer on behalf of the seller.

Marketplace facilitator does not include a person who exclusively provides internet advertising services or lists products for sale, and that does not otherwise meet this definition.

Marketplace seller, for the purpose of Municipal Code Chapter 25-Taxation, Article IV – Lodging Tax, shall mean a person engaged in business in the City, who has an agreement with a marketplace facilitator and offers for sale tangible personal property, products, or services through a marketplace owned, operated, or controlled by a marketplace facilitator.

Where Can Remote Vendors File Lodging Tax for the City of Fort Collins?

Remote vendors with an existing City of Fort Collins lodging tax license number may continue to file their lodging tax in the same manner as before at <https://fortcollins.munirevs.com/>.

Remote vendors that have an existing City sales tax license, but not a lodging tax license, must request the lodging tax component from Sales Tax. Please contact us at 970-221-6780 or by email at salestax@fcgov.com.

Remote vendors that have neither an active sales tax license or lodging tax license must first apply for these licenses at <https://fortcollins.munirevs.com/>.

Thank you for your time and cooperation. If you have any questions, please contact us at salestax@fcgov.com or by phone at 970-221-6780.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Poznanovic".

Jennifer Poznanovic
Senior Manager, Sales Tax & Revenue