

# Instructions for Printable Excise Tax Return Form

## Section 1: General Information

- 1.1 A Separate Excise Tax Return Form MUST be submitted for EACH Retail Cultivation License.
- 1.2 A Zero Excise Tax Return must still be submitted if there are no Retail Cultivation Transfers for the month. A Zero Return may be scanned and emailed to ExciseTax@pwmd-co.us.
- 1.3 Excise Tax is due on the 20<sup>th</sup> of each month for the previous month's Retail Cultivation Transfers. If the 20<sup>th</sup> falls on a weekend or Holiday, the Excise Tax is due on the next business day.
- 1.4 Excise Tax may be remitted beginning on the 1<sup>st</sup> of the month following the month of reported Excise Tax.
- 1.5 Please provide a copy of the corresponding METRC report for the month of the Excise Tax being remitted.
- 1.6 Please provide a copy of your State or County Excise Tax Return Form for the month of the Excise Tax being remitted.
- 1.7 When paying in person, please bring two (2) copies of the Excise Tax Return Form if a receipt for payment is desired.

## Section 2: Business Information, upper left hand section of the form

- 2.1 In the green field to the right of "Business Name" enter your Business Name.
- 2.2 In the green field to the right of "License #" enter your State Retail Cultivation License Number.
- 2.3 In the green field to the right of "Year" enter the Year for the Retail Cultivation Transfers being reported.
- 2.4 In the green field to the right of "Month" enter the Month for the Retail Cultivation Transfers being reported.

## Section 3: Zero Return Information, below the Business Information section of the form

Place a check mark in the large square box if you do not have any Retail Cultivation Transfers for the month being reported and then skip to Section 7.

## Section 4: Valuation Set, upper right hand section of the form

- 4.1 For current State Valuation Amounts, use the link: <https://www.colorado.gov/pacific/tax/marijuana-taxes-file>, expand on the section for "Excise Tax" and then expand on the section for "Average Market Rate for Unprocessed Retail Marijuana" to see the current rates to enter into the Excise Tax Return Form.
- 4.2 In the green field to the right of "Bud/Flower," enter the current per pound amount for the State Valuation of Bud/Flower Transfers in dollars and cents, to two (2) decimal places.
- 4.3 In the green field to the right of "Trim," enter the current per pound amount for the State Valuation of Trim Transfers in dollars and cents, to two (2) decimal places.
- 4.4 In the green field to the right of "Immature Plant," enter the current dollar amount for the State Valuation of Immature Plants in dollars and cents, to two (2) decimal places.
- 4.5 In the green field to the right of "Wet Whole Plant," enter the current per pound amount for the State Valuation of Wet Whole Plant Transfers in dollars and cents, to two (2) decimal places.

- 4.6 In the green field to the right of "Seed," enter the current dollar amount for the State Valuation of Seeds in dollars and cents, to two (2) decimal places.
- 4.7 In the green field to the right of "Trim Allocated for Extraction," enter the current dollar amount for the State Valuation of Trim Allocated for Extraction in dollars and cents, to two (2) decimal places.
- 4.8 In the green field to the right of "Bud Allocated for Extraction," enter the current dollar amount for the State Valuation of Bud Allocated for Extraction in dollars and cents, to two (2) decimal places.

Section 5: Valuation, middle left section of the form

- 5.1.1 On Line 1A, in the green field, enter the Weight of Bud/Flower Transferred for the month being reported. Enter the Weight in pounds to four (4) decimal places.
- 5.1.2 On Line 1A, in the white field, enter the total calculated Bud/Flower Valuation amount in dollars and cents to two (2) decimal places. Calculate the amount by multiplying the Bud/Flower Transfer Weight by the Bud/Flower Valuation.
- 5.2.1 On Line 1B, in the green field, enter the Weight of Trim Transferred for the month being reported. Enter the Weight in pounds to four (4) decimal places.
- 5.2.2 On Line 1B, in the white field, enter the total calculated Trim Valuation amount in dollars and cents to two (2) decimal places. Calculate the amount by multiplying the Trim Transfer Weight by the Trim Valuation.
- 5.3.1 On Line 1C, in the green field, enter the Number of Immature Plants Transferred for the month being reported. Enter the number of Immature Plants Transferred in whole numbers.
- 5.3.2 On Line 1C, in the white field, enter the total calculated Immature Plant Valuation amount in dollars and cents to two (2) decimal places. Calculate the amount by multiplying the number of Immature Plants by the Immature Plant Valuation.
- 5.4.1 On Line 1D, in the green field, enter the Weight of Wet Whole Plant Transferred for the month being reported. Enter the Weight in pounds to four (4) decimal places.
- 5.4.2 On Line 1D, in the white field, enter the total calculated Wet Whole Plant Valuation amount in dollars and cents to two (2) decimal places. Calculate the amount by multiplying the Wet Whole Plant Transfer Weight by the Wet Whole Plant Valuation.
- 5.5.1 On Line 1E, in the green field, enter the Number of Seeds Transferred for the month being reported. Enter the number of Seeds Transferred in whole numbers.
- 5.5.2 On Line 1E, in the white field, enter the total calculated Seed Valuation amount in dollars and cents to two (2) decimal places. Calculate the amount by multiplying the number of Seeds by the Immature Plant Valuation.
- 5.6.1 On Line 1F, in the green field, enter the Weight of Trim Allocated for Extraction for the month being reported. Enter the Weight in pounds to four (4) decimal places.
- 5.6.2 On Line 1F, in the white field, enter the total calculated Trim Allocated for Extraction Valuation to two (2) decimal places. Calculate the amount by multiplying the Trim Allocated for Extraction by the Trim Allocated for Extraction Valuation.
- 5.7.1 On Line 1G, in the green field, enter the Weight of Bud Allocated for Extraction for the month being reported. Enter the Weight in pounds to four (4) decimal places.
- 5.7.2 On Line 1G, in the white field, enter the total calculated Bud Allocated for Extraction Valuation to two (2) decimal places. Calculate the amount by multiplying the Bud Allocated for Extraction by the Bud Allocated for Extraction Valuation.

- 5.8 On Line 2, enter the Total Gross Valuation in whole dollars and cents to two (2) decimal places. Calculate the amount by adding the amounts in the white fields on Lines 1A, 1B, 1C, 1D, 1E, 1F and 1G. (white fields for Lines 1A + 1B + 1C + 1D + 1E + 1F + 1G).
- 5.9 The next four (4) lines, including Line 3, Total Deductions, are reserved for future use and are not used.
- 5.10 On Line 4, enter the Total Net Taxable Valuation from Line 2. The amount is entered as whole dollars and cents to two (2) decimal places.

Section 6: Excise Tax Calculation, middle right section of the form

- 6.1 On Line 5, enter the Amount of Excise Tax in whole dollars and cents to two (2) decimal places. The amount is calculated by multiplying Line 4 by 3%.
- 6.2 Line 5A is reserved for Future Use and is not used.
- 6.3 On Line 6, enter the amount of Credit for Tax Paid on Returned Retail Marijuana. Attach appropriate documentation to show when the original Excise Tax was paid.
- 6.4 On Line 7, enter the Net Tax Due. The amount is entered in whole dollars and cents to two (2) decimal places. Calculate the Net Tax Due by subtracting Line 6 from Line 5. (Line 5 – Line 6).
- 6.5 On Line 8, enter the amount of Penalty due if the Excise Tax is remitted after the due date. The amount is entered in whole dollars and cents to two (2) decimal places. Calculate the Penalty by multiplying Line 7 by 10%.
- 6.6 On Line 9, enter the Total Excise Tax Due. The amount is entered in whole dollars and cents to two (2) decimal places. Calculate the by amount by adding Line 7 and Line 8.
- 6.7 On Line 10, enter any amount of a Pre-Authorized Credit in whole dollars and cents to two (2) decimal places. A Pre-Authorized Credit MUST be accompanied by documentation from the Pueblo West Metropolitan District Finance Department and MUST be attached to the Excise Tax Return Form.
- 6.8 On Line 11, enter the Total Excise Tax Due. The amount is entered in whole dollars and cents to two (2) decimal places. Calculate the amount by subtracting Line 10 from Line 9. (Line 9 – Line 10).

Section 7: Business Closure, right side of the form, below the Excise Tax Calculation section

- 7.1 Place a check mark in the appropriate box indicating if this business has closed or not.
- 7.2 If the business has closed, enter the date of closure in the field provided.

Section 8: Certification Statement, bottom left section of the form

- 8.1 The person completing the form will complete this entire section.
- 8.2 Sign and date on the top line.
- 8.2 Print the name and indicate position on the second line.
- 8.3 Enter the contact phone number on the third line.

Section 9: Contact Information Changes, bottom right section of the form

Use this section for any changes in Contact Information since the last Excise Tax Return or since the Excise Tax Payment Application Form was submitted.

Section 10: Miscellaneous Information

- 10.1 Excise Tax Return Forms may be submitted for review before payment is made in order to verify accuracy of the Total Excise Tax Due. Be sure to submit corresponding METRC and State or County Excise Tax Return Forms with the Excise Tax Return Form for verification

purposes. Scanned copies of documents can be sent to [ExciseTax@pwmd-co.us](mailto:ExciseTax@pwmd-co.us). Please allow 5 business days for review results.

10.2 Payments can be made by cash, check or certified funds. Make checks payable to Pueblo West Metropolitan District.

10.3 To ensure accuracy and proper application to Retail Cultivation License, payments should be made in person at the Administrative Office. Payments are accepted Monday through Friday between the hours of 9am and 1pm, except on Holidays when the offices are closed. Please see the Remittance Schedule for a listing of office Holiday Closures. The Administrative Office is located at:

781 E. Industrial Blvd  
Pueblo West, CO 81007

10.5 Payments made by check or certified funds may be mailed in to:  
Pueblo West Metro District  
Attention: Excise Tax  
PO Box 7005  
Pueblo West, CO 81007.