



**QUALIFIED ENTITY CLAIM FOR REFUND OF COLORADO SPRINGS  
SALES AND USE TAX PAID ON CONSTRUCTION MATERIALS**

Pursuant to Section 2.7.810 of The City of Colorado Springs Sales and Use Tax Code

**Requirements:**

- **“Qualified Entity”** means a religious, charitable, and eleemosynary organization; the United States government, the State of Colorado, its departments or institutions, and political subdivisions in the governmental capacity; and a school (other than a school held or conducted for private or corporate profit) in the conduct of its educational functions and activities.
- The qualifying entity other than one described in 2.7.418 of the City Code must hold a current certificate of exemption from the City of Colorado Springs and be classified by the Internal Revenue Service as a 501(C)3.
- The documents specified in Tax Guide 06-101, and all other documents requested, must be submitted in conjunction with this application. Each contractor shall complete two forms, the Contractor Certificate Assignment of Rights and the Contractor Summary Sheet relating to each transaction as proof of tax remitted (see ST-16 COS QE or ST-18 COS AIR).

Name of Exempt Entity: \_\_\_\_\_ City Exemption Certificate No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Post Office Box or Street Address City, State Zip Code

Name of General Contractor: \_\_\_\_\_ Total Contract Value with GC: \$ \_\_\_\_\_

Construction Project Name: \_\_\_\_\_ Contract No: \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

Construction Project Address: \_\_\_\_\_ Colorado Springs, CO \_\_\_\_\_  
Street Address Zip Code

Financial Closing Date of Project? \_\_\_\_\_ Certificate of Occupancy Received?  Yes  No  N/A

Exempt Entity  
 Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 General Contractor  
 Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

To calculate the total, you will need every ST-16 COS QE or ST-18 COS AIR Contractors Certificate and Assignment of Rights document. Locate rows 3, A-C, and manually add the values from each form; input the total sales tax paid and the total use tax paid from all contractors for this project.

Do not use the Contractor Summary Sheet to calculate totals.

Amount of Sales Tax Paid (A): \$ \_\_\_\_\_

Amount of Use Tax Paid (B): \$ \_\_\_\_\_

Amount of Claim (A + B = C): \$ \_\_\_\_\_

I declare, under penalty of perjury, that this claim, and all accompanying schedules and statements, have been examined by me and, to the best of my knowledge and belief, are true, correct, and made in good faith, pursuant to the City of Colorado Springs Sales and Use Tax Code and Colorado Springs Sales Tax Guide No. 06-101.

Authorized Representative Name & Title (Print): \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY		Received by:	Date Received:	Submission type:	Digital	Dropped Off	Mailed
Claim Amount:	\$ _____			65120-001-6110	\$ _____		
Changes:	\$ _____			65120-118-5901-9160028	\$ _____		
Claim Amount to be Paid:	\$ _____			65120-171-1300-9160028	\$ _____		
				65120-173-1300-9160028	\$ _____		
Audited By:	_____	Date:	_____				
Director of Finance:	_____	Date:	_____				