



**CITY OF COLORADO SPRINGS  
REQUEST FOR TAX PAID CERTIFICATE  
(CITY PROJECTS ONLY)**

Contract Details:		
Contract Number:		
Contract Name:		
Contract Amount: \$		(including change orders)
Property Owner:	The City of Colorado Springs	
Project Address:		
Description of Work:		

Period of Performance:		
Effective Date of Contract:		
Last Day Under Contract:		

City Project Manager Information:			
Project Manager Name:		Title:	
Division:		Department:	
Phone:		Email:	
Date Submitted:		(to the Sales Tax Office)	
PM Supervisor Name:		Title:	
Phone:		Email:	
Documents Attached: (all must be present)			
Tax Paid Form Request	Certificate of Completion	Subcontractor List	ST17 Contractors Certificate & Assignment of Rights & Contractor Summary Sheet
<p>I certify that the project has finished, and this form is complete, with all necessary documents attached to the tax-paid certificate request. I understand the Sales Tax Office will not process incomplete forms; they will audit contractor records for the project, and retainage release depends on examination. The Sales Tax Office will deny retainage release for contractor and City division noncompliance.</p>			
PM Initial:		PM Supervisor Initial:	

General Contractor Information: (completed by the General Contractor, returned to the City Project Manager)			
Company Name:			
Physical Address:			
Mailing Address:			
Contact Person:		Contact Title:	
Contact Phone:		Contact Email:	
<p>I certify the submission of the subcontractor list and required project documents to the City Project Manager. I understand the Sales Tax Office will not process incomplete forms; they will audit contractor records for the project, and retainage release depends on examination. The Sales Tax Office will deny retainage release for contractor noncompliance. I will remain in touch with the City Sales Tax Office during their record review, assisting as needed.</p>			
GC Initial:			

SALES TAX OFFICE USE ONLY			
Totals:			
Contract Amount: \$		Audited By & Date Completed:	
Subtotal of Materials: \$		Tax Paid Certificate Date Issued:	
Sales Tax: \$			
Use Tax: \$		Comments:	
Tax Total: \$			
Percentage: %			

\*Subcontractor List Information on pages 2 & 3

**Subcontractor List of Information** (General Contractor to complete and return to City Project Manager):

Company Name		Doing Business As (DBA):	
Contact Name:		Contact Title:	
Contact Phone:		Contact Email:	
Contract Amount: \$		ST17's Submitted:	
Scope of Work:			

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Contact Name:		Contact Title:	
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Contract Amount: \$		ST17's Submitted:	
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Scope of Work:			

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Contact Name:		Contact Title:	
Contact Phone:		Contact Email:	
Contract Amount: \$		ST17's Submitted:	
Scope of Work:			

Complete additional pages, if necessary, to list all project subcontractors.