



CITY OF COLORADO SPRINGS

SALES TAX DIVISION

**PROCEDURE FOR CONTRACTOR'S CERTIFICATE
(ST-16QE AND ST-16A(QE))**

In order to expedite processing of refund claims (or retainage release) please fill out these forms completely according to the guide below. Unclear or improperly completed forms will be returned. We will assist you with questions you may have.

We are unable to process information submitted on any type of form other than the City of Colorado Springs prescribed form ST-16A(QE). This form must not be altered in any way. You may make a copy of the ST-16A(QE) form should you need additional forms. Information submitted on ST-16QE must be original, typed or handwritten.

1. **FORM ST-16QE:** Must be signed by the contractor or subcontractor or an officer of the corporation (including their title).
2. **FORM ST-16A(QE):** Contractors are responsible for paying City of Colorado Springs sales tax on materials purchased from vendors licensed with the City of Colorado Springs. If local sales tax has not been paid to the vendor at the time of purchase, the contractor is required to pay use tax directly to the City of Colorado Springs. Prior to granting a refund of tax paid, or release of retainage, we will verify that the proper tax has been paid on all materials. In order to audit the taxes paid on this project, the following information is required:

INVOICE DATE COLUMN: The invoice number and the date of the invoice. This date is not required if you have removed material from stock or inventory. However, see note under 'Date Vendor Paid' below.

DATE VENDOR PAID COLUMN: List the month/year you paid your vendor for the invoice listed above. Or, if you removed material from stock or inventory for use in this project.

**If you removed material from stock or inventory, you must indicate a date under either the date of invoice column, or under date vendor paid column.*

VENDOR NAME COLUMN: List the name of the vendor you purchased material from. If you removed material from stock or inventory, note "material removed from stock/inventory".

COST OF MATERIAL ONLY COLUMN: Enter the total invoice amount. **DO NOT** include labor, tools, tax paid or equipment that did not become a permanent part of the structure.

NOTE: FOR EACH INVOICE YOU HAVE LISTED, THERE SHOULD BE ONE ENTRY IN EITHER THE SALES TAX COLUMN OR USE TAX COLUMN-NOT BOTH.

SALES TAX COLUMN: If City of Colorado Springs Sales Tax was **paid to the vendor**, enter the amount of City sales tax paid.

USE TAX COLUMN: If City of Colorado Springs Sales Tax was **not paid to the vendor** on the purchase of materials, calculate the amount of tax due and enter the amount under this column. If you have not already remitted payment, attach check made payable to 'The City of Colorado Springs'.

TYPE OF MATERIAL COLUMN: List the exact type of material installed. **DO NOT** include items that did not become a permanent part of the structure (such as tools, consumable purchases or rental equipment). General terms are **not** acceptable-terms such as "miscellaneous", "material", "supplies", "hardware", etc. **PLEASE BE SPECIFIC!** If you have questions, please contact this department.



CONTRACTOR'S CERTIFICATE AND ASSIGNMENT OF RIGHTS
(Qualified Entity)

(Contractor Name)

(City of Colorado Springs Sales/Use tax license #)

The above listed contractor purchased the materials listed on the attached documents from the vendors specified on those documents and states that the following statements are true and correct.

- (1) All materials purchased were incorporated into a structure owned by (Qualified Entity) _____ located at _____ (job site location), Colorado Springs, Colorado.
- (2) The structure was constructed pursuant to building permit No. _____ issued by the Pikes Peak Regional Building Department (all copies attached).
- (3) Contractor paid all City of Colorado Springs Sales or Use Taxes (City Taxes) for the materials purchased as specified in the attached documents.
- (4) No materials were used on any other project or for any other purpose.
- (5) City of Colorado Springs taxes in the amount of \$ _____ for sales tax and \$ _____ for use tax were paid to the vendors or to the City of Colorado Springs directly for those purchases.
- (6) Neither Contractor nor any person on behalf of the Contractor have applied for or received a refund of City of Colorado Springs taxes paid either to/from the vendors or to/from the City of Colorado Springs.
- (7) Contractor will not claim or permit to be claimed on its behalf, that any City of Colorado Springs tax paid on those purchases is exempt from City Tax.

Contractor assigns any rights it may have to a refund of City Taxes paid to the Qualified Entity.

I DECLARE, UNDER PENALTY OF PERJURY, THAT THE STATEMENTS IN THIS CERTIFICATE, AND ALL ACCOMPANYING SCHEDULES AND STATEMENTS, HAVE BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF ARE TRUE AND CORRECT AND ARE MADE IN GOOD FAITH, PURSUANT TO THE CITY OF COLORADO SPRINGS SALES AND USE TAX GUIDE NO. 06-101.

CONTACT NAME/PHONE NUMBER (PLEASE PRINT)

COMPANY ADDRESS

AUTHORIZED REPRESENTATIVE/TITLE (PLEASE PRINT)

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

Revised 2/16/2007



CITY OF COLORADO SPRINGS

ST-19QE
Sales Tax Division

APPLICATION FOR REFUND - CONSTRUCTION MATERIALS
PURSUANT TO SECTION 2.7.810 OF THE CITY OF COLORADO SPRINGS SALES AND USE TAX CODE

NAME OF APPLICANT _____

MAILING ADDRESS _____

P.O. BOX OR STREET ADDRESS _____

CITY, STATE, ZIP CODE _____

CONTACT NAME _____ PHONE _____

LOCATION/ADDRESS OF CONSTRUCTION PROJECT: _____

TOTAL PRICE OF ITEMS PURCHASED \$ _____ (please complete forms ST-16 QE & ST-16AQE)

AMOUNT OF SALES TAX PAID \$ _____

AMOUNT OF USE TAX PAID \$ _____

AMOUNT OF CLAIM \$ _____

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 CITY OF COLORADO SPRING SALES AND USE TAX CODE AND COLORADO SPRINGS SALES TAX GUIDE NO. 06-101

AUTHORIZED REPRESENTATIVE/TITLE (PRINT) _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE _____

DATE _____

General Instructions

Purpose of Form

Use Form ST-19QE to claim a refund by a qualifying entity for sales and use taxes paid on construction materials as outlined in City of Colorado Springs Sales Tax Guide No. 06-101.

Requirements

The qualifying entity other than one described in 2.7.418 of City Code, must hold a current letter of exemption from the City of Colorado Springs and be classified by the Internal Revenue Service as a 501(c)(3).

Each contractor and subcontractor shall complete forms ST-16 and ST-16A relating to each transaction as proof of tax remitted.

The documents specified in Tax Guide 06-101, and all other documents requested, must be submitted in conjunction with this application.

Form ST-19QE **MUST** be filed in duplicate.

OFFICE USE ONLY

	Claim Amount	_____	65120-001-6110	_____
	Changes	_____	65120-118-5901-9160028	_____
Initial Review by/date:	Vendor Fee (2%)	_____	65120-171-1300-9160028	_____
	Claim Amount to be paid	_____		

Audited by/date: _____

Authorized by (For Director of Finance)/Date _____

Revised 2/11/2009