

Contractor Application for Exemption Certificate



The exemption certificate for which you are applying must be used only for the purpose of purchasing construction and building materials for the exempt project described below. This exemption does not include or apply to the purchase or rental of equipment, supplies, and materials which are purchased, rented, or consumed by the contractor and which do not become a part of the structure, highway, road, street, or other public works **owned** and **used** by the exempt organization.

A separate certificate is required for each contract.

Subcontractors will **not** be issued Certificates of Exemption by the Department of Revenue. It is the responsibility of the prime contractor to issue certificates to each of the subcontractors. (See reverse side. See FYI Sales 95 for information about qualifying affordable housing projects.)

Any unauthorized use of the exemption certificate will result in revocation of your exemption certificate and other penalties provided by law.

Send completed forms to: Colorado Department of Revenue, Denver, CO 80261 - 0009
Failure to accurately complete all boxes will cause the application to be denied.

Contractor/Account No. (Leave blank if filing for the first time) 89-		Period (MM/YY-MM/YY)	
Contractor Information			
Trade name/DBA			
Owner, partner or corporate last name		First Name	Middle Initial
Mailing Address		City	State Zip
E-Mail Address		FEIN	Bid amount for your contract \$
Fax number	Business Phone number		Colorado withholding tax account number
Exemption Information Copies of contract or agreement page, identifying the contracting parties, bid amount, type of work, and signatures of contracting parties must be attached			
Name of exempt organization (as show on contract)		Exempt organization's number 98	
Address of exempt organization		City	State Zip
Principal contact at exempt organization-Last Name		First Name	Middle Initial
Housing Authority (if applicable)		Name of Project (if applicable)	
Owner of the Project (if applicable)			
Physical location of project site (give actual address when applicable and Cities and/or County (ies) where project is located)			
City		State	Zip Principal contact's telephone number ()
Scheduled construction start date (MM/DD/YY)		Estimated completion date (MM/DD/YY)	
I declare under penalty of perjury in the second degree that the statements made in this application are true and complete to the best of my knowledge.			
Signature of the business owner, partner or corporate officer		Title of corporate officer	Date (MM/DD/YY)

Special Notice

Contractors who have completed this application in the past, please note the following changes in procedure:

The Department will no longer issue individual Certificates of exemption to subcontractors. Only prime contractors will receive a Contractor's Exemption Certificate on exempt projects.

Upon receipt of the Certificate, the prime contractor should make a copy for each subcontractor involved in the project and complete it by filling in the subcontractor's name and address and signing it.

The original Certificate should always be retained by the prime contractor. Copies of all Certificates that the prime

contractor issued to subcontractors should be kept at the prime contractor's place of business for a minimum of three years and be available for inspection in the event of an audit.

Once an 89# has been assigned to you, please use the next five numbers following it for any applications submitted for future projects. This should be your permanent number. For instance, if you were assigned 89-12345-0001, every application submitted thereafter should contain 89-12345 on the application. The succeeding numbers will be issued by the Department of Revenue. **Do not** enter what you believe to be the next in sequence as this may delay processing of your application.