



City
of
Boulder
Sales/Use Tax Division

Date _____

SUBCONTRACTOR AFFIDAVIT

Subcontractor Contact _____
Subcontractor Name _____
Subcontractor Address _____
City, State, Zip _____

Re: General Contractor: _____
Project Address: _____

Dear Subcontractor:

The following information is needed in order for the general contractor or homeowner acting as a contractor to complete the construction use tax reconciliation required by the City of Boulder. Please complete and sign this letter and return it to your general contractor or directly to the City of Boulder Finance Department at the address below.

- A. Did your company pull a building permit as a subcontractor for this project?
No _____ Yes _____ Permit # _____
- B. What type of service or material was provided under your subcontract?

- C. What was your total contract amount for the above project? \$ _____
- D. Was any part of your contract subcontracted to others? No _____ Yes _____
If yes, please attach a list of subcontractors, including name, address, phone and total final contract amount.
- E. Price paid for equipment rented by your company to perform the above contract.
\$ _____ (If sales tax was paid on invoices, please provide copies)
- F. Was any construction equipment owned by your company and costing at least \$2,500 used to perform the above contract? No _____ Yes _____. If yes, please continue to G. If no, skip to H. **NOTE:** Automotive vehicles are not construction equipment.
- G. Companies that bring construction equipment into Boulder are required to complete a Construction Equipment Declaration for each separate project on which the equipment is used. The declaration form and instructions are available on the city's web site at www.bouldercolorado.gov/constructionusetax .

Subcontractor Affidavit

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H. What was total cost (excluding any sales tax paid) of all construction materials used by your company for this project? (If you are a manufacturer/fabricator, fabrication labor must be included in the total cost of the materials).
\$ _____

I. What was the cost or manufactured total price of fixtures or equipment* (other than construction materials in H. above) used or sold by your company for this project? (If you are a manufacturer/fabricator, fabrication labor must be included in the total cost of the materials). \$ _____

*(Examples of fixtures and equipment that are not building materials are: appliances, carpeting, window coverings, temporary fencing, specialty equipment, furniture and décor items, art & sculptures, made to order manufacturing equipment, and any other similar items that can be removed without substantial damage to the building structure).

J. Amount of Boulder City & County Sales Tax paid to vendors on the above materials. \$ _____ (If Boulder City or County tax was paid on invoices, please provide copies)

K. Amount of Boulder Use Tax reported, for materials in H. above, to the City of Boulder on your company's Use Tax Return. \$ _____
Boulder License No. _____

I CERTIFY, UNDER PENALTY OF PERJURY, THAT THE ABOVE AMOUNTS ARE ACCURATE:

SIGNATURE _____ DATE _____

PRINT NAME _____ Phone No. _____