



City
of
Boulder
Sales/Use Tax Division

Date _____

SUBCONTRACTOR AFFIDAVIT

Subcontractor Contact _____

Subcontractor Name _____

Subcontractor Address _____

City, State, Zip _____

General Contractor: _____

GC Permit Number: _____

Project Address: _____

The following information is needed in order for the general contractor (GC) or homeowner acting as a contractor to complete the construction use tax reconciliation tax return required by the City of Boulder. Please complete and sign this form and return it to your general contractor so they can incorporate into their tax return.

- A. Did your company pull a building permit as a subcontractor for this project?
No _____ Yes _____ If Yes, enter Permit # _____
- B. What was the description of work provided per your subcontract with the GC?

- C. What was your total final contract price (including change orders) for the above project? \$ _____
- D. Was any part of your contract subcontracted to others? No _____ Yes _____
If yes, please complete page 3. Send your subs a blank copy of this affidavit and request that they complete and send it back to you. Then, forward these 2nd tier sub affidavits along with your affidavit to the GC. Alternatively, you can request that your subs email or mail their affidavits directly to the city at CUT@bouldercolorado.gov or the address at the bottom of this form.
- E. Price paid for equipment rented by your company to perform the above contract.
\$ _____ (If sales tax was paid, please provide copies of invoices)

Subcontractor Affidavit

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- F. What was total price charged to the GC (excluding any sales tax paid) for all construction materials purchased from suppliers and used by your company for this project? \$ _____ (Exclude materials fabricated by your company)
- G. If your company fabricated any items (i.e. steel, ducting, concrete, cabinetry etc.) for the job, what was total price charged to the GC for all fabricated materials/items (raw materials + fabrication labor) used by your company for this project?
\$ _____
- H. What was manufactured total price of fixtures or equipment* (other than construction materials in G. 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, cabinetry, 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).
- I. Amount of Boulder City & County Sales Tax only (not state or RTD taxes) paid to vendors on the above materials. \$ _____ (If Boulder City or County tax was paid on invoices, please complete and submit this [Excel invoice schedule](#), and submit copies of the invoices).
- J. Amount of Boulder Use Tax reported, for materials in H. above, to the City of Boulder on your company's Use Tax Return. \$ _____
City of Boulder Business License No. _____ (not contractor license)
- K. Was any construction equipment owned by your company and costing at least \$2,500 (excluding automotive vehicles) used to perform the above contract?
No _____ Yes _____. If yes, please complete and submit a Construction Equipment Declaration for each separate project on which the equipment is used in Boulder. Filing of construction equipment declarations is required under Boulder Revised Code sections 3-2-2(9) through 3-2-2(14). The declaration form and instructions are available on the city's web site at:
www.bouldercolorado.gov/tax-license/construction-equipment-declarations

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

SIGNATURE _____ DATE _____

PRINT NAME _____ Phone No. _____

EMAIL ADDRESS _____

(CONTINUE TO PAGE 3 IF YOUR COMPANY HIRED SUBCONTRACTORS)

COMPLETE THIS PAGE ONLY IF YOU ANSWERED YES TO QUESTION D. ABOVE.
LIST ALL 2ND TIER SUBCONTRACTORS THAT YOU HIRED FOR THIS PROJECT.

1. Sub Name _____ Phone No. _____

Description of Work _____ Final Contract Price \$_____

Primary Contact _____ Email _____

2. Sub Name _____ Phone No. _____

Description of Work _____ Final Contract Price \$_____

Primary Contact _____ Email _____

3. Sub Name _____ Phone No. _____

Description of Work _____ Final Contract Price \$_____

Primary Contact _____ Email _____

4. Sub Name _____ Phone No. _____

Description of Work _____ Final Contract Price \$_____

Primary Contact _____ Email _____

5. Sub Name _____ Phone No. _____

Description of Work _____ Final Contract Price \$_____

Primary Contact _____ Email _____

IF YOU HAVE MORE THAN 5 SECOND TIER SUBS, PLEASE MAKE A COPY OF
THIS PAGE, COMPLETE AND REMIT WITH THE COMPLETED AFFIDAVIT.