



Exemption Application

Expiration Date: _____

- ✓ Please read all instructions on back before completing this application for exemption.
- ✓ This application for exemption must be approved by the City of Colorado Springs, Sales Tax Office to be exempt for direct purchases made by the organization for its own use. This exemption does not apply to sales made by the organization, which may be taxable.
- ✓ Please PRINT neatly.

1. Name of Organization or School: _____

2. Doing Business As (DBA): _____

3. Contact (First/Last Name): _____ Phone: _____

Contact Email: _____ Other Phone: _____

4. Physical Business Address (cannot use P.O. Box): _____

5. Mailing Address: _____

6. Please indicate whether this is a religious or charitable organization or nonprofit school, certified under 501(c)(3) of the Internal Revenue Code: Religious Non Profit School Charitable Organization

7. Please completely describe the religious and/or charitable activities which qualify your organization for exemption:

8. Attach copies of: State Exemption Letter, Federal Tax Exemption Letter, and Articles of Incorporation with the Charter.

I hereby certify the following:

- The information given by me on this Exemption Certificate is true and complete.
- I am an owner, partner, member, corporate officer or other person authorized to sign this Exemption Certificate on behalf of this religious or charitable organization or nonprofit school.

Signature of Authorized Person: _____ Date: _____

Printed Name (First/Last Name): _____ Title: _____

OFFICE USE ONLY

City of Colorado Springs, Sales Tax Exemption Authorization and Approval for the Director of Finance

Signature By: _____ Date: _____

Printed Name: _____ Title: _____

Information regarding an Exemption Application:

1. **School defined:** An educational institution having a curriculum comparable to a grade, grammar, junior high, high school, or college, or any combination thereof, requiring daily attendance having an enrollment of at least forty (40) students, and **CHARGING** a tuition fee.
2. **Charitable Organization defined:** Any entity which: a) has been certified as a not for profit organization under section 501(c)(3) of the Internal Revenue Code, and b) is a religious or charitable organization. As used in this definition, a “charitable organization” is an organization which exclusively, and in a manner consistent with existing laws and for the benefit of an indefinite number of persons, freely and voluntarily ministers to the physical, mental or spiritual needs of persons, and which thereby lessens the burdens of government.
3. This Exemption Certificate being issued covers direct purchases made by the organization for its own use in order to qualify for the exemption, purchases must be billed directly to the organization, and payment must be made from funds of the organization. This exemption does not apply to **SALES** made by the organization, which may be taxable. Charitable organizations or governmental entity which makes sales of tangible personal property to the public is considered a retail transaction therefore requires collection of City of Colorado Springs sales tax, notwithstanding the fact that the merchandise sold may have been acquired by gift or donation or that the proceeds are to be used for charitable or governmental purposes.
4. The exemption also does not apply to purchases by the organization for the personal use of employees or members, or to food, beverage or lodging purchased by the organization if the recipient of the food, beverage or lodging reimburses the organization in any way, such as by purchase of a ticket, payment or a registration fee, or making an involuntary contribution.
5. The exemption may not be used by construction contractors who may perform contracts for the organization. Contractors are the consumers of all personal property purchased and used in the performance of contracts for others and are not allowed exemption regardless of the entity for whom their services are performed.
6. When approved by the City of Colorado Springs, a copy of the Exemption Certificate may be given to any Seller from whom legitimate tax exempt purchases are made.
7. For approval, please send this application to The City of Colorado Springs, Sales Tax P.O. Box 1575, Mail Code 225, Colorado Springs, CO 80901-1575 or drop off at our physical location, City of Colorado Springs, Sales Tax Office 30 South Nevada Avenue, Suite 203, Colorado Springs, CO 80903. Once approved a letter of exemption will be returned to you. This is your exemption.
8. This Exemption Certificate will be revoked for misuse, and responsible persons may be subject to fines and prosecution.