



Comprehensive Construction Use Tax Reconciliation Form

Building Permit Number(s): _____

Project Address: _____

Brief Description of Project: _____

General Contractor Name: _____

General Contractor Mailing Address: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Documentation needed to complete this form (required with submission)

- All customer billings or final application for payment
- Materials total (include detailed job register)
- Subcontractor totals:
 - Option to use 50% of payments to all subs or provide affidavits from all subs on lump sum invoices
- Vendor invoices on which Steamboat Springs sales tax was paid

Note: Materials include materials, fixtures, fabrication labor and charges to effect delivery based on definition in sales tax code.

Amounts from Routt County Regional Building Department Permit

Original total project valuation submitted to Building Department: _____

City use tax deposit paid on building permit: _____

Construction Use Tax Reconciliation Calculation

A. Total project amount billed to customer: _____

B. Materials per job register: _____

C. Materials on which City tax was paid to vendor: _____

D. Taxable materials (B-C): _____

E. Construction use tax due (4.5%* x D): _____

F. City use tax deposit paid on building permit: _____

G. Use tax due/(refund)(E-F): _____

* Materials purchased prior to 1/1/17 are subject to a tax rate of 4.75%

By my signature, I declare, under the penalty of perjury, that the statements made herein are to the best of my knowledge true and correct.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Submit this form and supporting documentation via

Email: constructionusetax@steamboatsprings.net

In person: City Hall, 115 10th Street, Steamboat Springs, CO 80477-2869

USPS: City of Steamboat Springs, Use Tax Division, 115 10th Street, Steamboat Springs, CO 80477-2869

Per Sec. 22-197 (2)(d) of the Steamboat Springs Municipal Code, nothing shall preclude the city from performing an audit of the construction costs to ascertain the actual tax liability for construction materials.