

# CONTRACTOR APPLICATION FOR EXEMPTION CERTIFICATE

Pursuant to Statute  
 Section 39-26.708(1)(a)(XIX)

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.

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

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.)*

**SEND COMPLETED FORMS TO: COLORADO DEPARTMENT OF REVENUE, DENVER, CO 80261**  
**FAILURE TO ACCURATELY COMPLETE ALL BOXES WILL CAUSE THE APPLICATION TO BE DENIED.**

Registration/Account No. (to be assigned by DOR)	Period	<b>0170-750 (999) \$0.00</b>
<b>89 -</b>		

## CONTRACTOR INFORMATION

Trade name/DBA:		Owner, partner, or corporate name:	
Mailing address (City, State, Zip):		Contact Person	
E-Mail address:	Federal Employer's Identification Number:	Bid amount for your contract: \$	
Fax number: ( )	Business telephone number: ( )	Colorado withholding tax account number:	

## EXEMPTION INFORMATION Copies of contract or agreement pages, identifying the contracting parties, bid amount, type of work, and signatures of contracting parties **MUST** be attached.

Name of exempt organization (as shown on contract):		Exempt organization's number: <b>98 -</b>	
Address of exempt organization (City, State, Zip):			
Principal contact at exempt organization:		Principal contact's telephone number:	
Physical location of project site (give actual address when applicable and Cities and/or County (ies) where project is located)			
Scheduled construction start date:	Month    Day    Year	Estimated completion date:	Month    Day    Year

*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 owner, partner or corporate officer:	Title of corporate officer:	Date:
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**DO NOT WRITE BELOW THIS LINE**

# 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.