

## Instructions for Use of Affidavits

These instructions are applicable for both the Charitable or Religious Affidavit and the Governmental Affidavit.

Both of the affidavits require that the goods are sold directly to the charitable, religious or governmental agency **and payment is made directly from those organization's funds.** Please be sure this is the case before asking for completion of the appropriate affidavit. This affidavit is intended to assist the vendor in maintaining documentation that will be needed to verify whether a transaction is exempt. The sale is not exempt from taxes simply because this affidavit is completed. The responsibility for proper collection of the taxes remains with the vendor.

The ordinance provides that if the vendor and purchaser disagree on the application of the tax, **the vendor must collect the tax.** The vendor should give the purchaser a receipt showing the taxes collected. The purchaser then has 60 days to file a claim for refund directly with the City for recovery of the tax. The claim for refund form can be obtained from the Treasury web site.

The affidavits need to be completed in their entirety. Be sure information is complete, accurate and legible. Review the information being sure the Driver's License Number and customer's name are correct. Also the digits that are required from the credit cards are correct. **Only record and keep those digits from the credit card that the affidavit requires.** The signature of the customer should be the same as on the driver's license.

Charitable organizations must include a copy of the letter provided to them by the City stating they may make purchases without payment of the tax. Churches usually will not have a letter. The Church may be exempt upon accurate completion of the Charitable or Religious Affidavit.

For purchases by the federal government using a credit card please see City and County of Denver Tax Guide Topic 91 entitled "Credit Cards from Governmental Organizations". It explains which of the credit cards can be used for purchases of tangible personal property. It also explains how the numbering system can be used to identify if the federal government is paying for the purchase (not taxable) or the individual is paying for the purchase (taxable).

## AFFIDAVIT OF SALE made to a Charitable or Religious Organization

I affirm this purchase qualifies for the City and County of Denver sales tax exemption as a purchase to a charitable or religious organization and will be paid directly by the charitable or religious organization and only used in their charitable or religious capacity.

Either 1) I have included a copy of the letter provided by the City of Denver that indicates this organization is recognized as a charitable organization, **or** 2) I affirm that this organization is a Religious Organization incorporated and registered with the Secretary of State currently holding regular worship services which are open to the public and is recognized by the State Property Tax Administrator as a religious organization.

I accept that I remain directly liable for the sales or use tax assessment, and any applicable penalty or interest, if my purchase is found to not qualify for the exemption.

I understand that the vendor may request this affidavit for every purchase.

**Please Print or Type**

Customer Name		Driver License Number (include state)
Organization's Name		Colorado Tax ID Number or FEIN
Customer Address		Organization's Phone
City	State	ZIP Code

**Check All that Apply**

- The purchase is paid by a check drawn on funds of the exempt organization.
- The purchase is paid for with cash and the organization has also provided a purchase order.
- The purchase is paid for with a company purchasing card in the name of the exempt organization.  
The embossed name on the card is \_\_\_\_\_.
- The card is a commercial card and not a personal credit card.

**The last four digits on the card are**    \_\_\_    \_\_\_    \_\_\_    \_\_\_.

\_\_\_\_\_  
Signature of Customer

\_\_\_\_\_  
Date

If a vendor and a purchaser disagree on the application of a tax, the vendor must collect the tax. The vendor will provide the purchaser with a receipt showing how much sales tax was collected on the purchase. The purchaser may submit a claim for refund to the City and County of Denver. The claim for refund form is available at [www.denvergov.org](http://www.denvergov.org).