



CITY OF LAKEWOOD  
APPLICATION FOR CERTIFICATE OF EXEMPTION

**Mail completed form to:**  
City of Lakewood  
Revenue Division/Sales Tax  
480 South Allison Parkway  
Lakewood, CO 80226-3127

<b>FOR CITY OF LAKEWOOD USE ONLY</b>
License Number _____
Property Zoned _____
Code Enforcement _____
_____/_____/____

Date \_\_\_\_\_

First Day of Operation in Lakewood \_\_\_\_\_

Name of Organization \_\_\_\_\_

Location \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Person to Contact \_\_\_\_\_

State of CO Exempt # \_\_\_\_\_

Federal Employer I.D. # \_\_\_\_\_

Officers/Directors (attach a supplemental sheet if necessary)

Name \_\_\_\_\_

S.S.# \_\_\_\_\_

Position \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Name \_\_\_\_\_

S.S.# \_\_\_\_\_

Position \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature (Corporate Officer) Title Date

**To qualify for exempt status, the following documents must be submitted with the application:**

- **Federal Determination Letter**- letter from the IRS, showing which classification code you are exempt under. (Churches under a national church body must include an official document from the national organization stating your group affiliation.)
- A copy of the **latest financial statements** detailing income sources and expenditures.
- A copy of the **Articles of Incorporation** and **Corporate by-laws**.

**The following questions must be answered. Include any supporting documentation.**

Please specify which purpose the entity is organized under:

- Government**
  - Federal
  - State
  - Local
- Charitable**
  - Religious
  - Scientific
  - To test for public safety
  - Literary or educational
  - To prevent cruelty to children or animals
  - To foster national or international amateur sports competition
- Schools** (as defined under Section 3.01.020)
- General Hospital** (attach copy of license pursuant to sections 25-3-101 and 25-3-102 of Colorado Revised Statutes)

Please describe the functions of the organization in detail.

What are the organization's sources of financial support? (e.g. dues, contributions, grants, payments for services, etc.) Please include each source and the approximate dollar amount for each source.

Do the contributors to the organization receive any direct benefit or gift from the activities of the organization? If yes, describe the benefits.

Are the services provided, reimbursed all or in part by any agency of the government? If yes, explain.

Does the organization receive compensations for the performance of services? If yes, is the fee paid on either a pre-paid, post-paid, or pay at the time of services basis?

Are these services ever provided to an individual who cannot pay? If so, are these services provided for no fee or on a sliding scale basis?

Will the organization be making any sales of tangible personal property? (e.g. books, cards, food religious articles, or similar items)

This question applies only to entities operating as a charitable organization.

How does the organization lessen the burden of Lakewood city government?

Which tax supported government entities would otherwise be required to perform the charitable functions performed by the organization.