



SUBCONTRACTOR AFFIDAVIT

City of Lakewood

Department of Finance
Revenue Division
480 S. Allison Parkway
Lakewood, CO 80226
(303) 987-7630 (303) 987-7662 FAX

DATE:

Accounting Manager

Blank lines for signature and address.

(Please PRINT your Business name and address above.)

Gen. Contractor:
Permit Numbers:
Project Address:
Project Dates:

Due Date:

The General Contractor is performing a use tax reconciliation of the above construction project. The purpose of the reconciliation is to determine that the use tax deposit paid by the General Contractor to the City of Lakewood was sufficient to cover use tax due on the project. The General Contractor has indicated that they had a contract with you for materials, equipment and/or labor. In order to help us determine the actual amount of use tax due on this project by the General Contractor, please complete, sign and return the form to the General Contractor or the City of Lakewood. If you have any questions related to this matter, please call the number listed above. Please note that this information is subject to audit by the City. Please refer to the affidavit instructions attached to assist you in completing this form.

I certify, under penalty of perjury, that the following information is accurate:

- A. Subcontractor Building Permit #, if any
B. Description of Service or material provided
C. Contract amount plus all change orders.
1. Materials
Sales tax paid on materials:
(Provide copies of invoices to support sales tax amount)
2. Labor - Fabrication:
General:
3. Equipment costs
Sales tax paid:
4. Rental costs
Sales tax paid:
(Provide copies of invoices to support sales tax amount)
D. If any part of your contract was subcontracted to others, please provide that contractor's name, address, and contract amount.

Blank lines for contractor information.

Subcontractor's Signature

Date

Alternative forms of this document are available upon request.

Subcontractor Affidavit Instructions

In order to assist the General Contractor in reconciling the amount of use tax due on this project, please complete, sign, and return the enclosed affidavit, together with the attachment, the General Contractor, or the City of Lakewood by the due date indicated. It is important that you compile your information by permit number. If you have any questions related to this matter, please contact an auditor at (303) 987-7630. Although your firm is not being audited, please note that the information provided could be subject to audit by the City.

- Line A If you obtained a building permit separate from the General Contractor building permit listed on the attachment, please provide the number.
- Line B Briefly describe the labor and/or material you provided for this project for each permit number (i.e. masonry, drywall, excavation, forming, etc.).
- Line C Indicate the FINAL amount of the contract, including all change orders and modifications. If you would like the Attachment in an excel file, please contact me.
- Line C-1 The amount charged by your business to the General Contractor for Materials to complete your contract.
- Line C-2 Provide the cost of any fabrication labor included in the contract amount. Fabrication labor is defined as labor that results in the creation or production of an article of tangible personal property, or that is a step in a process or series of operations resulting in the creation or production of the article. Labor to install an existing product is not fabrication labor. (Please indicate in the box.)
- Line C-3 Provide equipment costs used on the project, with the sales/use tax stated separately.
- Line C-4 Provide the cost of all rentals before any taxes (SME, sales, fuel, etc.).
- Sales tax paid on the rental of equipment should be listed separately, and should include all sales taxes paid, if any (i.e. state and local). If local sales tax was paid, then copies of invoices should be provided. If the invoices are too voluminous, sample invoices or spreadsheets showing a breakdown of materials and tax may be substituted.
- Line D Indicate any subcontractors used on performing the work on this project, as well as address information and contract amounts.

Thank you for your assistance in this matter.