

Mail To: City of Lakewood
Department of Finance
480 South Allison Parkway
Lakewood Colorado 80226-3127

303-987-7630 PHONE 303-987-7057 TDD www.lakewood.org



This application is for a City of Lakewood certificate of exemption ONLY. Additional zoning code, building code or license approvals may be necessary.

ø	Application for Certificate of Tax Exemption			PLEASE COM	PLEASE COMPLETE THE APPLICATION IN FULL	
Туре	Organization Type: ☐Government ☐Charitable	Schools	Qua	alified Hospital	Other	
Business Information	FEDERAL IDENTIFICATION NUMBER (or Social Security Number - Confidential): LEGAL CORPORATE NAME:	STATE OF COLORADO EXEMPTION NUMBER :				
	TRADE NAME / DBA - Doing Business As:					
	PHYSICAL BUSINESS ADDRESS (No PO Box):	CITY:		STATE:	ZIP:	
	MAILING ADDRESS - If different than business address:			STATE:	ZIP:	
	BUSINESS CONTACT NAME: PRIMARY BUSINESS CONTACT PHO	ONE # EMAIL	ADDRESS:			
nation	PLEASE PROVIDE A DETAILED DESCRIPTION OF THE MISSION OR PURPOSE OF THE ORGANIZATION (or where this information is found in supporting documents):					
ıform	OPERATIONAL INFORMATION What type of activities will be conducted within the City of Lakewood?					
Organization information	Who are the beneficiaries/recipients of the charity and how are they selected?					
General Information	FIRST DATE OF OPERATION IN LAKEWOOD: (Required)	BUILDING T			IDENTIAL	
		RENT OR C	<u> </u>		N	
	REQUIRED SUPPLEMENTAL DOCUMENTATION Please submit copies of the following documents as part of your application. Incomplete applications will not be processed.					
	IRS 501 (c)(3) Federal Determination Letter Financial Statements detailing income sources and expenditures					
	Corporate By-laws		List of Designated Office			
	Articles of Incorporation		Detailed list of all fundres place within Lakewood	•	ivities that will be taking	
I declare, under the penalty of perjury in the second degree, that this application has been examined by me (owner, officer or regis statements made herein are made in good faith pursuant to Colorado tax laws and regulations, and to the best of my knowledge are and complete. This application is for a City of Lakewood tax license ONLY. Additional zoning code, building code or license appro					nd belief, are true, correct,	
	SIGNATURE:	TITLE:		DATE:		
City Code Approval	CITY USE ONLY					
	Revenue Review Approved Denied	_ Reviewei	·	Input date: Input by: Zoning:		
	Building use review Approved Denied	Reviewei		-		
	Zoning use review Approved Denied	Reviewer		LICEN	ISE NUMBER	



Instructions for Certificate of Exemption Application

General Instructions

Purpose of Form: This application is used for the sole purpose of establishing sales tax exemption for charitable organizations as defined by the City of Lakewood tax ordinance.

Section 3.01.020 of the Lakewood ordinance defines charitable organizations as follows:

"Charitable organization" means any entity organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, no part of the net earnings of which inures to the benefit of any private shareholder or individual, no substantial part of the activities of which is carrying on propaganda, or otherwise attempting, to influence legislation, and which does not participate in, or intervene in any political campaign on behalf of any candidate for public office (including the publishing or distributing of statements).

Submission: There is no fee for the application. The application and all required supplementary documents must be submitted to:

City of Lakewood Revenue Division 480 S. Allison Parkway Lakewood, CO 80226

To ensure accuracy and avoid delays in processing, all applications must be completed **in full**. Incomplete applications will not be processed until all required information and documents are submitted by the applicant. Please allow up to four weeks for processing.

What does the Lakewood Certificate of Exemption cover?

The Certificate exempts charitable organizations from paying the 3% Lakewood sales tax on items purchased within the City for the exclusive use of the organization. It **does not** exempt organizations from the Jefferson County, State of Colorado and other established tax rates in use within Lakewood.

Construction Materials for an Exempt Organization: Upon application review and approval, the City of Lakewood provides an exemption letter to contractors or subcontractors to purchase construction materials for use in the building, erection, alteration, or repair of structures, highways, roads, streets, and other public works owned or used by: government entities and political subdivisions, charitable organizations in the conduct of their regular charitable functions and activities, and non-profit schools. The contractor should contact the City to determine if permits are required.

Sales by Charitable Organizations: The Certificate does not exempt organizations from the collection of sales tax on qualified items sold by the organization. Sales tax is to be collected and remitted by the organization if the individual sale exceeds \$5000. If total annual sales of tangible personal property by the organization exceed \$250,000 for the year, sales tax should be collected and remitted on all sales above this dollar limit.

For information regarding sales by charitable organizations see the Lakewood Tax Ordinance: Sales of Charitable Organizations (§3.01.180, subsection 37). Additional literature will accompany the certificate of exemption regarding taxable sales.

Specific Instructions

Mission or Purpose: Please indicate the main charitable function of the applying organization. If an official mission statement is provided in the supplemental documentation, the applicant may reference the location of this information.

Activities: Please provide in this section a detailed list of all organizational functions that will be performed within the City of Lakewood (services, programs, fundraising, solicitation, etc.).

Beneficiaries and recipients: Please indicate how charitable recipients are chosen by the organization and what criteria must be met in order to participate in services provided.

Lakewood's Certificate of Exemption must be renewed every 5 years to maintain exempt status. Renewals are not guaranteed and are subject to the same review process as first time applicants.

The City of Lakewood is not bound to any federal, state or other municipal standards regarding sales tax exemption.

Contact Us:

For questions or comments, please contact the Finance Department at (303) 987-7630.