

**VOLUNTARY DISCLOSURE AND SAFE HAVEN AGREEMENT**

**TAXPAYER DISCLOSURE:**

**Please provide the following information:**

1. Comprehensively describe your business's trade, occupation, operation, profession, etc., including what your business sells, the services it provides, the date your business or its predecessor started conducting business in Lakewood, any change of ownership, including change in the form of ownership, and any other business facts that might have a bearing on tax liability (attach additional pages if necessary):  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

2. Provide an estimate of the tax liability owed to the City of Lakewood for previous tax periods:  
  
\_\_\_\_\_

3. Has your business collected City of Lakewood sales tax and or accrued use tax? \_\_\_\_\_

**SAFE HAVEN AGREEMENT:**

\_\_\_\_\_, whose business address is \_\_\_\_\_  
("Business"), hereby enters into this Safe Haven Agreement ("Agreement") with the City of Lakewood, Colorado, a home rule municipal corporation ("City").

**A. This Agreement covers the period from \_\_\_\_\_ to \_\_\_\_\_.**

**B. By signing below, Business hereby certifies, represents and agrees as follows:**

1. Business will perform a self-audit of the past three (3) years (the most recent 36-month period as of the date of submission of this proposed agreement) or of the period specified above if less than three years.
2. Business agrees to make available all financial records relating to this Agreement.
3. Business will pay any use tax due on any purchases of fixed assets for the period from \_\_\_\_\_ to \_\_\_\_\_. Applicable credit will be allowed for any legally imposed municipal sales taxes previously paid.
4. Business will pay any use tax due on expense items on which tax was due for the previous three (3) years.
5. The City has not contacted Business regarding any of these taxes. It is Business' intention to collect, report and pay these taxes to the City.
6. Business agrees to remit the amounts due with the proper returns within thirty (30) days of signing this Agreement.

