



Construction Permit Use Tax Reconciliation

Sales Tax Department
137 10th Street - PO Box 772869
Steamboat Springs, CO 80477

Phone: (970) 871-8233
Fax: (970) 879-8851
www.steamboatsprings.net

The City of Steamboat Springs requires use tax reconciliations to be completed on all building permits issued. Please complete the attached reconciliation and mail it back with your payment or request for refund to the City of Steamboat Springs, PO Box 772869, Steamboat Springs, CO 80477. This information is confidential and will not be shared. Please contact the Sales & Use Tax Department at (970) 871-8233 if you have any questions. Thank you for your cooperation.

Permit Number(s): _____

Project Address: _____

General Contractor Name: _____

General Contractor Address: _____

General Contractor Phone: _____

Brief Description of Project: _____

Copies of the total customer bill and job cost summary must be included with this form.

Worksheet

1. Final Cost of all Materials/Fixtures/Taxable Labor Include Subcontractors Materials/Fixtures/Taxable Labor	\$ _____
2. Use Tax Due (line 1 x 4.5%)	\$ _____
3. Use Tax Deposit (paid on permit)	\$ _____
4. Difference (line 2 minus line 3)	\$ _____

If line 4 is greater than zero, additional tax is due and must be remitted to the City. Make checks payable to: City of Steamboat Springs.

If line 4 is less than zero, you may apply for a refund by including a Claim for Refund form with your reconciliation.

I hereby certify that I have examined this reconciliation and that it is to the best of my knowledge and belief true and complete.

Signature Title Date

Printed Name Telephone Number

Please note that all construction permits are subject to audit by the City. If an audit reveals that use tax was underpaid, the tax, along with associated penalty and interest will be assessed to the General Contractor.