

Simplified Construction Use Tax Reconciliation Form

Building permit number(s): _____

Project address: _____

Brief description of project: _____

General Contractor name: _____

General Contractor mailing address: _____

Contact name: _____

Contact phone: _____

Contact email: _____

Documentation needed to complete this form (required with submission):

1. All customer billings or final application for payment
2. Detailed job register

Amounts from Routt County Regional Building Department Permit

Original total project valuation submitted to Building Department: _____

City use tax deposit paid on building permit: _____

Construction Use Tax Reconciliation Calculation

A. Total project amount billed to customer: _____

B. Total general requirements, insurance and fees: _____

C. Adjustment total (A - B): _____

D. Taxable Materials (.5 x C): _____

E. Construction use tax due (4.5% x D): _____

- (Materials purchased prior to 1-1-17 are subject to a tax rate of 4.75%)

F. City use tax deposit paid on building permit: _____

G. Total use tax due /(refund) (E – F): _____

In lieu of completing the comprehensive use tax reconciliation form, I waive all claims, rights, and interest to this refund. I certify that I have authority, if necessary, from the owner to waive this refund.

By my signature, I declare, under the penalty of perjury, that the statements made herein are to the best of my knowledge true and correct.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Submit this form and supporting documentation in one of these ways:

By email to: constructionusetax@steamboatsprings.net

Deliver in person to City Hall, 115 10th Street, Steamboat Springs, CO 80487

By mail: City of Steamboat Springs, Use Tax Division, 115 10th Street, Steamboat Springs, CO 80487

Per Sec. 22-197 (2)(d) of the [Steamboat Springs Municipal Code](#), nothing shall preclude the city from performing an audit of the construction costs to ascertain the actual tax liability for construction materials.