The Certificate of Exemption is good for five years and expires on 11/30/18. This exemption covers purchases of goods and services provided that the following conditions are met:

- The goods and services are related to your regular tax exempt function
- The purchase is billed directly to your organization and paid directly from organization funds. Cash purchases do not qualify even if the purchaser will subsequently be reimbursed by the organization.
- The organization is not reimbursed for the purchase in any way, including through the purchases of a ticket, payment of a fee, or involuntary contribution.

Please remember that if you make any sales of tangible personal property, then the City sales tax of 3% must be collected and remitted to the City.

If you have any questions, please call the Revenue Division at 303/987-7630.



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