



5/28/2009

THE BROADMOOR

To whom it may concern,

The Broadmoor Hotel has always taken pride in offering the finest services to our guests. As a service to our clients with tax exempt privileges, the state of Colorado and the city of Colorado Springs requires that you provide us with a COMPLETED AFFIDAVIT OF EXEMPTION, from the city of Colorado Springs sales tax division, a COMPLETED AFFIDAVIT OF SALE PAID BY GOVERNMENT CREDIT CARD (DR 1367) and a VALID COPY OF YOUR ORGANIZATION'S TAX EXEMPT CERTIFICATE. If you are a CHARITABLE ORGANIZATION, we also need to have a LETTER of EXEMPTION issued by the City of COLORADO SPRINGS. If you are a TAX EXEMPT ORGANIZATION from out of state, we need the AFFIDAVIT of NON-TAXABLE Sale to TAX-EXEMPT ORGANIZATION form completed.

By Colorado State Law, we can only extend tax exemption when the above criteria are satisfied. It is our wish to facilitate your billing and assist you with this matter. If you have any questions, please contact us prior to your arrival or you may contact our City of Colorado Springs Sales Audit Supervisor, Mr. Allen Gabel at (719) 385-5227 or Ms. Karen Garcia at (719)385-5231.

PAYMENT MUST BE MADE IN FULL FOR THE PRINCIPAL AMOUNT IN THE FORM OF A CHECK OR CREDIT CARD FROM THE TAX EXEMPT ORGANIZATION. If payment is made by credit card, WE MUST have a legible copy of the front side of the applicable card (except Government Credit Cards).

Reasons for a non-qualifying tax exempt account:

- If a Hotel account is paid for by personal check or credit card, and the guest will be getting reimbursed.
- Cash payments
- Monies received from the tax exempt organization that are deposited into a bank account and drawn to pay for room charges
- A gift certificate presented to an individual from the tax-exempt organization.

Yours respectfully,

Broadmoor Hotel
Accounts Receivable Department
1 Lake Avenue
Colorado Springs, CO 80906
Phone (800) 634-7711 / ext. 5767
Fax (719) 577-5868



Return to Issuing Hotel/Motel

Revised - January 15, 1998

Affidavit of Exemption from City of Colorado Springs Sales Tax

The City of Colorado Springs Sales Tax Division requires that this affidavit must be completed by any organization requesting exemption from City Sales or Lodgers Tax at local hotels or motels. If an organization does not complete this form, exemption will not be granted. If you have any question about this affidavit, please contact the Sales Tax Division at (719) 385-5903.

Name of Organization: _____

Address: _____

Yes No

State tax exempt? State of _____ State Exemption Number _____

Category: Charitable _____ Religious _____ Government _____ Not-for-Profit School _____

Name of Hotel: _____ Date(s) of meeting: _____

Please answer the following questions and return this affidavit to the hotel or motel. *All questions must be answered "Yes" for the purchase to qualify as exempt.*

Yes No

Is the organization a governmental entity, a not-for-profit school, a qualified religious organization, or a qualified charitable organization? (In order for a religious or charitable organization to be qualified, the organization must be classified as 501(c)(3) under the Internal Revenue Code, and the organization must be described in Section 170(c) of the Internal Revenue Code of 1986, i.e., donations to this organization are deductible on the Federal Income Tax Return of the donor. If you do not know absolutely that the organization is a 501(c)(3) and 170(c), or cannot prove it, the organization does not qualify, and this question must be answered "No".)

Yes No

Is this purchase billed directly to the organization and paid for directly by the organization from funds of the organization? Purchases by governmental employees using cash, personal checks or credit cards issued to individuals are not direct purchases by the government and are not tax exempt.

Yes No

Is the purchase paid for out of the budget of the organization and not reimbursed back to the organization by any individuals who attend this meeting or event? (In order for this question to be answered "Yes", individuals must attend this function free of charge as invited or sponsored participant and may not reimburse the organization for any expenses in any manner such as by payment of a registration fee, purchase of a ticket, or making an involuntary contribution.)

Yes No

If payment is made by credit card, is the credit card issued to the tax-exempt organization making the purchase and not the individual presenting the card? (In order for this question to be answered "Yes", the monthly statement of the credit card company must be mailed directly to and paid directly by the tax-exempt organization and not the individual, and the individual presenting the card must have no responsibility or liability for payment of the credit card bill.

The undersigned declares and affirms that the above questions are answered truthfully, that he/she has sufficient knowledge about the purchase to answer the questions completely, and that the purchase is made for use by the organization in its exempt capacity.

Name (Please Print)

Title

Signature

Date

Reviewed by Hotel/Motel: _____

Date

Note: The hotel should keep this affidavit on file as proof of exemption.

AFFIDAVIT OF SALE PAID BY GOVERNMENT CREDIT CARD

I affirm that this purchase qualifies for the Colorado sales tax exemption for sales to the United States government, the State of Colorado, its departments and institutions, and its political subdivisions (county and local governments, school districts and special districts); is a government purchase used only in an official governmental capacity; and will be paid directly by a government agency.

I have checked the applicable boxes below regarding information about payment for this purchase.

I accept that I remain directly liable for the sales or use tax assessment, and any applicable penalty or interest, if my purchase is found to not qualify for the exemption.

I understand that the vendor may request this affidavit for every purchase.

Please Print or Type		
Customer Name	Driver License State and Last 4 Digits	
Agency Name	Colorado Tax ID Number or FEIN	
Customer Address	Agency Phone	
City	State	ZIP Code

Check All that Apply For further information visit the Department of Revenue website taxcolorado.com

- The agency exemption number is printed on the card. The number is 98-_____.
- The card is a State Central Travel Card.
The State card has the State seal and the words "Tax Exempt" on it.
- The card is a Purchasing Card. The federal version has a picture of the U.S. Capitol.
The state card has "Commercial" or "Purchasing" printed on it.
- The card is a Fleet Card and has a picture of cars.
- The card has an 8 digit exemption number below the cardholders name. The number is _____.
- The card is an Integrated Card(w/picture of the U.S. flag) or a Travel Card(w/picture of an airplane) AND the sixth digit of the card is 0,6,7,8 or 9.
- The card is a Department of the Interior Mastercard issued by Bank of America w/acct beginning 5568-16.
- The card is State Department issued with the name/photo of the bearer and a blue or yellow band across the bottom.

Signature of Customer _____ Date _____

Affidavit of Non-Taxable Sale to Tax-Exempt Organization

The undersigned declares, under penalties of perjury, that the tangible personal property or taxable service purchased without payment of otherwise applicable Colorado sales tax(es) from

Vendor Name
Vendor Address

is to be paid from the tax-exempt organization's funds and that said organization has not and will not receive any reimbursement through either direct payment, collection or "donation" from any person(s) for the use or consumption of said tangible personal property or service.

Signature	Title
Name of Tax-Exempt Organization	
Sales Tax Exemption Number	Date