



Return to Issuing Hotel/Motel

Revised – June 24, 2009

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

[] [] **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.