



Town of Parker Sales Tax Administration

Mailing Address:
20120 E Mainstreet
Parker, CO 80138

Website: www.parkerco.gov/salestax
Email: salestax@parkerco.gov
Phone: 303.805.3228 **Fax:** 303.805.3219

CONSTRUCTION MATERIALS COST AFFIDAVIT

The Town of Parker requires the general contractor to remit use taxes for construction materials used in most projects within the Town. This includes projects requiring a building permit and certain non-permitted work. In order to properly report taxes due, the contractor listed below is requesting that you complete this materials cost affidavit. If this project is audited by the Town of Parker you may be required to furnish similar information directly to the Town's auditor, along with supporting documentation.

Contractor Information	1) Legal Name of Requesting Contractor	2) Trade Name (if any)
	3) Contact Name	4) Contact Phone
	5) Contractor Mailing Address	6) Contractor City, State Zip

Sub-contractor Information	7) Legal Name of Person or Business	8) Trade Name (if any)
	9) Project Title or Description	10) Reference Number
	11) Jobsite Location	12) Permit Number (if any)

Affidavit (to be completed by the Sub-Contractor)	I, _____, do hereby swear and affirm the following: (Printed name of individual making this affidavit)
	I. I am the _____ of the Sub-Contractor, and I am duly qualified to make this affidavit. (Title)
	II. The Sub-Contractor did perform work at and/or furnish materials to the Project.
	III. This affidavit covers materials used on the Project during the period from _____ through _____.
	IV. During the above period, the following costs were incurred: a. Construction Materials \$ _____ b. Fabrication Labor \$ _____ c. Equipment Rental \$ _____
	V. Such cost includes the cost of all materials used by all persons (or entities), if any, who have contracted with the Sub-Contractor to perform work at and or furnish materials for the Project.
	VI. The total contract price as of the date of this affidavit, including any change orders, is \$ _____.
	VII. This affidavit is (check one): ☐ A final affidavit , and, together with any affidavits furnished previously, will, to the best of my knowledge and belief state the total cost of materials used on the Project. ☐ An interim affidavit , covering only the period of time listed above. Therefore, additional affidavits will be required to state the total cost of materials used on the Project in subsequent periods.
	VIII. The statements made herein are true and correct to the best of my knowledge and belief.
	_____ Signature of Affiant
State of _____) County of _____) ss.	
Subscribed and affirmed before me this _____ day of _____, 20____.	
Witness my hand and official seal.	
_____ Notary Public	
_____ Commission Expires	

SEAL



CONSTRUCTION MATERIALS COST AFFIDAVIT INSTRUCTIONS

IMPORTANT REMINDERS

The information requested in this affidavit is needed by the person listed in the Contractor Information section. This person is preparing tax returns for the project listed. This form needs to be returned to the person identified in the Contractor Information. Do not return this form to the Town of Parker.

To be acceptable evidence of the true total tax liability in the context of an audit or claim for refund, this affidavit must be subscribed and affirmed before a commissioned notary public, who must, in turn, complete the notarial certificate at the bottom of the form.

For primary contractors reporting on an actual cost basis, or for projects not requiring Town permits, it will be necessary to collect monthly affidavits for the duration of the project. For permitted projects reported on an estimated pre-payment basis, only a single affidavit is needed for the final Project Cost Report.

The Town of Parker may select the return resulting from this affidavit for audit. If that occurs, you may be required to submit a more detailed affidavit along with supporting documentation to a Town auditor.

Requesting Contractor completes Contractor Information and Sub-Contractor Information:

- LINE 1: Enter the legal or true name of the requesting contractor.
- LINE 2: Enter the trade name or d/b/a of the requesting contractor if it differs from the legal name.
- LINE 3 & 4: Enter the name & telephone number of an individual employee of the requesting contractor that the sub-contractor can contact with questions regarding this affidavit. The Town of Parker will generally refer questions regarding this form to the requesting contractor.
- LINE 5 & 6: Enter the mailing address for the requesting contractor. The requesting contractor is advised to list the address where they want this affidavit returned.
- LINE 7: Enter the legal name of the sub-contractor from whom the materials cost information is being requested. This person (or their representative) will complete the affidavit section.
- LINE 8: Enter the trade name or d/b/a of the sub-contractor if it differs from the legal name.
- LINE 9: Enter a title or brief description that will help the sub-contractor identify the project that is the subject of this affidavit.
- LINE 10: If the project was identified by a common job number used by the requesting contractor and/or sub-contractor, enter that number. If not, leave blank.
- LINE 11: Enter a geographic description of the jobsite that will help the sub-contractor identify the project that is the subject of this affidavit such as a street address, intersection, subdivision or building name.

Sub-Contractor completes affidavit:

- Name: Print the name of the individual making this affidavit. This individual will normally be an officer, partner, manager, member or sole proprietor, but can be any person qualified to affirm under oath the accuracy of the statements made herein.
- LINE I: Enter the title of the individual listed directly above.
- LINE II: This is a statement of fact. The affiant affirms this statement is true and correct.
- LINE III: Enter the starting and ending dates during which the materials reported on line IV below were used. This information will aid the requesting contractor in completing periodic returns as well as assist the contractor in determining whether or not this is a full accounting of project costs.
- LINE IV a.: Enter the cost of materials used during the time period specified on line III above. Include costs of materials used by any sub-contractors.
- LINE IV b.: Enter the cost of fabrication labor used during the time period specified on line III above. Include costs of fabrication labor used by any sub-contractors.
- LINE IV c.: Enter the cost of rental equipment used during the time period specified on line III above. Include costs of rental equipment used by any sub-contractors.
- LINE V: This is a statement of fact. The affiant affirms this statement is true and correct.
- LINE VI: Enter the total contract price, including any change orders, as of the date of this affidavit. Do not make adjustments for amounts not yet paid by the requesting contractor, or for retainage.
- LINE VII: Check the appropriate box to indicate to the requesting contractor that this is a final or an interim affidavit. The final affidavit option indicates to the requesting contractor that no further affidavits will be necessary to report the sub-contractor's total materials costs. Conversely, the interim affidavit option alerts the requesting contractor to the possibility that additional affidavits may be necessary to report total materials costs. Interim affidavits will most commonly be used when the primary contractor is reporting use taxes on a monthly basis, and will, therefore, need a monthly accounting of materials costs.
- LINE VIII: This is a statement of fact. The affiant affirms this statement is true and correct.
- Signature & Notarization: The affiant should carefully read all of the statements in the affidavit to ensure they are true and correct. This document must be subscribed (signed) and affirmed before a commissioned notary public. Before witnessing the signature of the affiant, the notary will administer an oath. After administering the oath and witnessing the signature, the document must be notarized.