



## City of Loveland, Colorado

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Loveland, CO 80537

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### SUBCONTRACTOR AFFIDAVIT

Subcontractor Name: \_\_\_\_\_

Subcontractor Address: \_\_\_\_\_

General Contractor Building Permit #: \_\_\_\_\_

General Contractor Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Due Date: \_\_\_\_\_ City Auditor: \_\_\_\_\_

The City of Loveland is performing a use tax audit of the above construction project. The purpose of the audit is to reconcile the use tax deposit paid by the General Contractor to the City of Loveland, CO. The General Contractor has indicated that they had a contract with you for materials, equipment and/or labor. In order to help us determine the actual amount of use tax due on this project by the General Contractor, please complete sign and return the following affidavit to our office by the due date indicated. Please note that this information is subject to audit by the City. **Please refer to the affidavit instructions attached to assist you in completing this form.**

***I certify, under penalty of perjury, that the following information is accurate:***

- A. Subcontractor building permit #, if any: \_\_\_\_\_
- B. Description of service or material provided: \_\_\_\_\_
- C. Contract amount plus all change orders: \$ \_\_\_\_\_

1. Cost of construction materials: \$ \_\_\_\_\_

(Includes: construction materials, fabrication/shop labor, owner-supplied materials, & equipment)

**LOVELAND** sales tax paid on materials: \$ \_\_\_\_\_

(Please provide copies of invoices for verification)

2. Rental costs: \$ \_\_\_\_\_

**LOVELAND** sales tax paid on rentals: \$ \_\_\_\_\_

(Please provide copies of invoices for verification)

- D. If any part of your contract was subcontracted to others, please provide that contractor's name, address, phone, email, & total contract amount below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Total subcontractor(s) materials: \$ \_\_\_\_\_

☐

Check here if amount(s)  
included in Sec. C above

\_\_\_\_\_  
Contractor's Representative Signature/Title

\_\_\_\_\_  
Date

## Subcontractor Affidavit Instructions

Please complete, sign and return the enclosed affidavit to our office by the due date indicated. If you have any questions related to this matter, please contact the auditor listed on the affidavit. Although your firm is not being audited, please note that the information provided could be subject to audit by the City.

Line A If you obtained a building permit separate from the General Contractor building permit listed on the letter, please provide the number.

Line B Briefly describe the labor and/or material you provided for this project (i.e. masonry, drywall, excavation, forming, etc.).

Line C Indicate the FINAL amount of the contract, including all change orders and modifications.

Line C-1 Portion of the contract designated as materials:

- include freight and delivery charges if prior to January 1, 2024.
- fabrication/ shop labor needs to be included (see "Note" below)
- exclude sales taxes paid
- include any "markup" to the General Contractor if your contract is for **time and materials**
- include price paid for materials only (without sales taxes) if your contract is a **lump sum** contract

Sales tax paid on materials must be listed separately, and should include all sales taxes paid to City of Loveland, if any. If Loveland sales tax was paid, then copies of invoices must be provided for the General Contractor to get credit.

Line C-2 Provide the cost of all rentals before any taxes (SME, sales, fuel, etc.).

Sales tax paid on the rental of equipment must be listed separately, and should include all sales taxes paid, if any (i.e. state and local). If Loveland sales tax was paid, then copies of invoices must be provided for the General Contractor to get credit.

**NOTE:** Fabrication labor is defined as labor that results in the creation or production of an article of tangible personal property, or that is a step in a process or series of operations resulting in the creation or production of the article. Labor to install an existing product on site is not fabrication labor.

Line D Indicate any subcontractors used on performing the work on this project, as well as address information and contract amounts.

Line D-1 Provide total material amounts for your subs

***Thank you for your assistance in this matter.***