

Tax Exempt for Butterfly Pavilion Field Trip

- o If your group is a non-profit organization, you are required to fill out the following form and bring it with you on the day of your field trip.

CLAIM FOR EXEMPTION FROM CITY TAX

Finance Department, Sales Tax Division, 4800 W. 92nd Avenue
Westminster, CO 80030 * (303) 430-2400, Ext. 2065

ORGANIZATION'S NAME _____
MAILING ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE NUMBER _____
AUTHORIZED REPRESENTATIVE _____
DATE _____

BASIS OF EXEMPTION: ___ Religious ___ Charitable ___ Governmental
Type of verification for exempt status: 98-_____501(c)(3) status
Tax exempt number _____
(If outside Colorado) State of _____
Request exemption for which type of tax: ___ Sales ___ Use ___
Accommodations

If the answer to all of the following statements is YES, the purchase qualifies for tax exemption.

___ YES ___ NO The purchase is included under and is part of the regular religious or charitable functions and activities of the organization, or is purchased in a governmental capacity.

___ YES ___ NO The transaction is billed directly to the organization and payment is made directly from the organization's funds. (Food or lodging purchased directly by an individual does not qualify for the exemption even though the individual will be reimbursed by the organization or government.)

___ YES ___ NO The participants at the event have not and will not reimburse the organization in any way for any portion of the event such as purchase of a ticket, payment of a registration fee, or by making a contribution toward the cost of participation.

The undersigned declares and affirms, under penalty of perjury, that the above statements are true and accepts liability for the tax should the transaction not qualify for exemption.

Name _____ Title _____
Date _____