FINANCIAL SERVICES DIVISION

SALES TAX ADMINISTRATION
2555 Midpoint Drive, Suite B
Fort Collins, Colorado 80522
(970) 498-5930
FAX (970) 498-5942

PROJECT COST REPORT

Building Permit #: _____

Contractor's Name: _____

Address: _____

City, State, & Zip: _____ Phone: _____

Project Location: _____

For projects under $400,000 and not requesting a refund, complete this section:

By signing, I understand and agree to the following:
- -the completed project is valued under $400,000
- -the cost of the building material used in the project is materially the same as the estimated costs.
- -no refund is due
- -an audit may be requested by Larimer County up to three years after the completion of the project.

Signature _____ Title _____ Date _____

For Projects over $400,000, requesting a refund, or submitting additional taxes, complete this section:

1. Use Tax paid on Building Permit plus any additional **County taxes** paid on receipts:
   _____ + _____ $ 0.00

2. Actual material costs _____ X .0080 $ 0.00
   If line 2 is greater than line 1, proceed to **Line 3 -** If line 2 is less than line 1, proceed to **Line 4**

3. UNDERPAYMENT OF TAX:

Line 2	$ 0.00
Line 1	$ 0.00
Difference – Additional Tax Due	$ 0.00

4. OVERPAYMENT OF TAX:

Line 1	$ 0.00
Line 2	$ 0.00
Difference – Refund Due	$ 0.00

Return this completed form along with a copy of the building permit, final job cost summary and copies of any documentation support claims for additional County sales tax paid or a different breakdown on subcontractor's billings. Please read Contractor's letter and instructions for examples of back up documentation. All Project Cost Project Cost Reports are due 60 after the issuance of the CO or letter of Completion. Any Project Cost Report submitted after the 60 days is subject to penalty and interest. Reports are subject to audit.

I, hereby certify, under penalty of perjury, that the statements made herein are to the best of my knowledge true and correct.

Signature _____ Title _____ Date _____