

# IMPORTANT

## NOTICE:

A City of Greeley building permit has been issued to you for a construction project. At the time the permit was issued, an amount of Greeley city sales tax was paid, pursuant to Section 4.04.255 of the Greeley Municipal Code. This amount does not necessarily represent the correct city sales tax. You must file this reconciliation within 45 days of the closing of the permit, or the issuance of a Certificate of Occupancy by the Building Inspection Division. Failure to timely file this reconciliation and pay any balance due will result in penalty and interest charges. Please use the Project Cost Reconciliation Form on the back of this sheet to reconcile to the actual amount of sales tax, and compute any balance due.

The Greeley sales tax is due on the total actual cost of all building materials used in the project, including all change orders and upgrades. Please note that all construction projects are subject to audit at any time within three years of completion. Any liability for additional taxes resulting from an audit will be subject to interest and penalty charges.

CITY OF GREELEY  
FINANCE DEPARTMENT – SALES AND USE TAX  
1000 10TH STREET, GREELEY, CO 80631

**PROJECT COST RECONCILIATION WORKSHEET**

Contractor's Name: \_\_\_\_\_  
Contractor's Address: \_\_\_\_\_  
Permit Number: \_\_\_\_\_  
Project Location and Description: \_\_\_\_\_  
\_\_\_\_\_

WORKSHEET:

1. Total Cost of Materials \_\_\_\_\_
2. Sales Tax Due (Line 1 X .0411)\* \_\_\_\_\_
3. Sales Tax Paid on Building Permit \_\_\_\_\_
4. Difference (Line 2 Minus Line 3)\*\* \_\_\_\_\_

\*for permits issued in 2015 multiply by .0346

\*\* If there is a balance due, the additional tax must be remitted within 45 days from the date this form was received by you. If a refund is due, a completed Claim for Refund form, a detailed spreadsheet, copies of all invoices pertaining to the project, a copy of the building permit, and any other supporting documents must be submitted to the Sales Tax Supervisor at the City of Greeley.

**If a refund is requested, all documents must be reviewed and approved by the Finance Director, Deputy Finance Director, or Sales Tax Supervisor before a refund will be issued.**

All projects are subject to audit by the City of Greeley within three years of completion.

Signature and Title of Taxpayer \_\_\_\_\_ Date \_\_\_\_\_

Please mail this with any additional sales tax due to:  
City of Greeley Finance Department  
1000 10th Street, Greeley, CO 80631

If you have questions, please contact Lou Rotella at 970-350-9734 or [Lou.Rotella@greeleygov.com](mailto:Lou.Rotella@greeleygov.com).