

# **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 6-150 of the Greeley Municipal Code. This amount does not necessarily represent the correct city sales tax. Pursuant to Section 6-160, a reconciliation is due within 45 days of 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 to reconcile to the actual amount of sales, 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 subject to interest and penalty charges.



CITY OF GREELEY  
FINANCE DEPARTMENT - SALES TAX DIVISION  
1100 10TH STREET, GREELEY CO 80631  
**PROJECT COST RECONCILIATION FORM**

Contractor's Name: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

Project Finalization Date: \_\_\_\_\_

**WORKSHEET:**

1. Total Cost of Materials: \_\_\_\_\_

2. Sales Tax Due (Line 1 X 0.0411): \_\_\_\_\_

3. Sales Tax Paid on Building Permit: \_\_\_\_\_

4. Difference (Line 2 Minus Line 3)\*: \_\_\_\_\_

\* If there is a balance due, the additional tax must be remitted within 45 days from the date of issue of the Certificate of Occupancy.

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 documentation must be submitted to the City of Greeley.

**If a refund is requested, all documents must be reviewed and approved by City Finance designee 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  
1100 10th Street  
Greeley, CO 80631

If you have questions, please contact the Sales Tax Department at 970-350-9733  
or [greeleysalestax@greeleygov.com](mailto:greeleysalestax@greeleygov.com)