



DO NOT SEND

DR 0715 (11/16/16)  
COLORADO DEPARTMENT OF REVENUE  
Denver, CO 80261-0013  
(303) 238-SERV (7378)

# Application for Sales Tax Exemption for Colorado Organizations Instructions

## Charitable

Sales tax exemption certificates are issued to Colorado located organizations which substantiate an exclusively charitable purpose and activity within Colorado.

Your organization may be non-profit for income tax purposes, but not necessarily entitled to sales tax exemption. The fact that some charity work is performed or that funds—all or in part—are given to a charitable group does not automatically qualify your organization for the Colorado sales/use tax exemption.

To be considered a charitable organization you must be organized and operated exclusively for one or more of the purposes specified in Section 39-26-102(2.5). “Charitable organization’ means any entity organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, no part of the net earning of which inures to the benefit of any private shareholder or individual, no substantial part of the activities of which is carrying on propagand, or otherwise attempting to influence legislation, and which does not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office, or any veterans’ organization registered under section 501(c)(19) of the ‘Internal Revenue Code of 1986’, as amended, for the purpose of sponsoring a special event, meeting, or other function in the state of Colorado so long as such event, meeting, or function is not part of such organization’s regular activities in the state.”

You are to clearly define your purpose and function. For instance, an organization claiming exemption for education is to give information regarding structured curriculum, scholastic requirements for teachers and students, attendance requirements, tuition charged, and regular functions within confines of education.

**Use:** Payment for items is to be made from organizational funds. Items are to be for the exclusively charitable purpose for which exemption is granted. The exemption certificate cannot be used as a retailers license to purchase tax-exempt items to be resold, nor to avoid collecting and remitting taxes on donated or crafted items sold to individuals for use or consumption.

## Political Districts and Federal Banks

Supply the information requested

**Use:** The government exemption is allowed under the statute regulation: Items must be used to conduct normal functions of the District or Bank.

Order for goods must be made on a prescribed form or purchase order and paid for directly to the seller by warrant or check drawn on the organizations funds.

## Government-Federal, State and Local

Though Federal, State and Local governments are automatically exempt from paying sales/use tax per 39-26-704(1), proof must be furnished to the seller in the form of an exemption number. Orders for goods must be made on a prescribed form or purchase order and paid for directly to the seller by warrants drawn on government funds. Individual exemption certificates are not issued to each office of governmental agencies. One blanket certificate is issued to the main office of the Federal and State agency.

## Qualifying Affordable Housing Projects

Qualifying entities that own, lease, or construct qualifying affordable housing projects may complete this application to request an exemption certificate to allow them to make purchases for the project tax free. The exemption only applies to those purchases made directly for the project. Please see FYI Sales 95 for additional information.

## Mail completed form to:

Colorado Department of Revenue  
Denver, CO 80261-0013



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## Application for Sales Tax Exemption for Colorado Organizations

Purchases made by charitable organizations, federal and Colorado state government, and political subdivisions of Colorado in their official functions and activities are exempt from sales tax. Purchases made for qualifying affordable housing projects are also exempt.

**Your application for the Colorado Organization must be completed in full**

FEIN		Account Number (to be assigned)	
Name of Organization			
Address (Location)	City	State	Zip
Mailing Address (Street or PO Box)	City	State	Zip

### Exempt Status (All applicable documents must be submitted prior to review)

- Charitable** (including churches)
- Attach a copy of your Federal Determination Letter (letter from IRS showing under which classification code you are exempt. Only organizations exempt under 501(c)(3) of the Internal Revenue Code will be considered for exemption. (Churches under a national church body: include an official document from the national organization stating your group affiliation.)
  - Attach a copy of your latest financial statement to reflect sources of Colorado income and expenditures. New organizations submit a projected statement.
  - Attach a copy of Colorado Articles of Incorporation or of Organization. State a specific purpose and function.
  - Attach a copy of the most current Colorado Secretary of State Certificate known as, "Certificate of Good Standing."
- Political**
- District – Attach a copy of court decree signed by establishing judge.
  - Authority/District established by Statutory Act — Attach a copy of the establishing statutory act and all jurisdictional documentation.
- Federal Credit Union, Land Bank, etc., located within Colorado** – Attach a copy of the federal charter. (Government- United States, State of Colorado, Political Subdivisions- See next page.)
- Affordable Housing Projects** – Attach a statement from the housing authority certifying the housing authority's ownership interest in the project and the percentage of the project that is for occupancy by persons of low income

Attach any additional information you wish to substantiate you request for a Colorado sales/use tax exemption

Authorized Signature (Corporate Office)	Date (MM/DD/YY)
Type or Print Authorized Signature	Phone Number
Title	

### For Department of Revenue use

Reviewer	Date (MM/DD/YY)
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