



Resale Application

Account Number: _____

- ✓ Please read all instructions on back before completing this certificate.
- ✓ This application must be approved by the City of Colorado Springs, Sales Tax Office.
- ✓ Please print neatly.

Business Name (Purchaser): _____

Trade Name of Business (DBA): _____

Contact (First/Last Name): _____ Phone: _____

Contact Email: _____ @ _____ Other Phone: _____

Physical Business Address (cannot use P.O. Box): _____

Mailing Address: _____

The above-named purchaser is a: Retailer Wholesaler Lessor Manufacturer

Other (explain): _____

Engaged in the business of selling/leasing the following: _____

State of Colorado Retailer and/or Wholesalers License Number (required for approval):# _____ - _____

General description of property to be purchased for resale exempt purpose(s): _____

I hereby certify the following:

- The information given by me on this Resale Certificate is true and complete.
- The tangible personal property described herein will be resold in the normal course of business. If such property is used for other than its resale exempt purpose(s), **USE TAX IS DUE** and will be paid to the City of Colorado Springs.
- I am an owner, partner, member, corporate officer or other person authorized to sign this Resale Certificate on behalf of this business.

Signature of Authorized Person: _____ Date: _____

Printed Name (First/Last Name): _____ Title: _____

OFFICE USE ONLY

City of Colorado Springs, Sales Tax Resale Authorization and Approval for the Director of Finance

Signature By: _____ Date: _____

Printed Name: _____ Title: _____

Instructions to Purchasers Requesting Exemption

1. A Resale Certificate is issued to companies that make no taxable sales in Colorado Springs but which need to purchase for resale without paying City of Colorado Springs Sales Tax.
2. A Resale Certificate may be issued to any company that holds a current State of Colorado Retailer and/or Wholesalers License. The Purchaser must maintain a valid State of Colorado Retailer and/or Wholesalers License.
3. A Resale Certificate must be signed by a person authorized to sign on behalf of the business requesting this exemption.
4. A copy of the Resale Certificate may be given to any Seller from whom legitimate resale purchases are made.
5. For approval, please send this certificate to The City of Colorado Springs, Sales Tax P.O. Box 1575, Mail Code 225, Colorado Springs, CO 80901-1575 or to drop off at our physical Location City of Colorado Springs, Sales Tax 30 South Nevada Avenue, Suite 203, Colorado Springs, CO 80903. A retail certificate will be mailed to you once approved.
6. Any merchandise purchased that is not used for its intended exempt purpose is subject to the City of Colorado Springs Use Tax.
7. This Resale Certificate will be revoked for misuse, and responsible persons may be subject to fines and prosecution.

Instructions to Sellers

1. The Seller may accept a Resale Certificate as authorization to sell resale merchandise to the Purchaser without charging City of Colorado Springs Sales Tax. If the Seller does not receive a Resale Certificate, the Seller **MUST** collect City of Colorado Springs sales tax.
2. The Seller must maintain in its files a Resale Certificate from all customers who claim exemption and do not hold a valid City of Colorado Springs Sales Tax License.
3. The Seller must exercise care that exempt property is of a type normally resold by the Purchaser in the usual course of the Purchasers business. **The Seller is responsible for collecting City of Colorado Springs Sales Tax on the sale of all tools, equipment, supplies, etc which are not normally resold by the purchaser.** A Seller failing to exercise due care may be held liable for any sales tax due.