

Town of Frisco Contractor Application for Sales Tax Exemption Certificate



Purpose of this application

The exemption certificate for which you are applying must be used only for the purpose of purchasing construction and building materials for the exempt project described below. This exemption does not include or apply to equipment, supplies, and materials which are purchased, rented, or consumed by the contractor and which do not become a part of the structure, highway, road, street, or other public works owned and used by the exempt organization.

Any unauthorized use of the exemption certificate will result in revocation of your exemption certificate and other penalties provided by law.

A separate certificate is required for each project.

Form Instructions

Accurately complete all applicable fields. Additional information for specific fields is available below.

- **Contractor Information:** Town of Frisco Business License number. Please apply for a business license before submitting this application. Visit <https://www.frisco.gov/departments/finance/business-licenses/> to apply. Applications that are left blank or list N/A will not be processed.
- **Attachment Required**
 - Contract (agreement, purchase order, award letter)
 - Each application must include a copy of the contract or agreement to include the following information:
 - The type and scope of work
 - Bid amount (the same amount to the penny should be listed on your application)
 - Project start and estimated completion dates.
 - Is signed by contracting parties involved in the project including the exempt organization.
- **Exempt Organization's Number:** An exempt organization's Colorado exemption account number will begin with a "98". Contact the exempt organization to obtain or verify this information prior to submitting your application.
- **Scheduled Construction Start and Estimated Completion Dates:** Enter the start and completion dates in these fields. Ensure the completion dates listed on the application can be validated by your contract, award letter, agreement, or purchase order.

Application Requirements (Checklist)

Prevent your application from being returned.

- Read the Purpose of this Application.
- Complete an application for each project.
- Accurately complete all applicable fields.
- Attach a copy of the contract or agreement page, identifying the contracting parties, bid amount, type of work performed. This must include the signature of the Exempt Organization.
- Bid amount on Contract or Agreement page matches the amount listed on the application (to the penny)
- The exempt organization's 98 number was provided and is correct.
- Ensure the completion dates listed on the application can be validated by your contract, award letter, agreement, or purchase order.
- Sign the Town of Frisco Contractor Application for Sales Tax Exemption Certificate.

Please email complete application and supporting documentation to SoleD@TownofFrisco.com

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Failure to accurately complete all boxes of the form or provide all supporting documentation will cause the application to be denied.

Must be completed by applicant				
Contractor Information				
Trade name/DBA				
Owner, partner or corporate last name		First Name		Middle Initial
Mailing Address	City		State	ZIP
E-Mail Address	FEIN	Bid amount for your contract (Must match to the penny) \$		
Fax number		Business Phone number		
Town of Frisco Business License account # (required)				
Exemption Information				
Attachment Required Copies of contract or agreement page, identifying the contracting parties, bid amount, type of work, and signatures of contracting parties must be attached				
Name of exempt organization (as show on contract)			Exempt organization's number (See instructions) 98	
Address of exempt organization	City		State	ZIP
Principal contact at exempt organization-Last Name		First Name		Middle Initial
Housing Authority (if applicable)		Name of Project (if applicable)		
Physical location of project site (give actual address) where project is located				
City		State	ZIP	Principal contact's telephone number
Scheduled construction start date (MM/DD/YY)		Estimated completion date (MM/DD/YY)		
I declare under penalty of perjury in the second degree that the statements made in this application are true and complete to the best of my knowledge.				
Signature of the business owner, partner or corporate officer		Title of corporate officer		Date (MM/DD/YY)

Please email complete application and supporting documentation to SoleD@TownofFrisco.com