

## AFFIDAVIT OF SALE made to a Charitable or Religious Organization

I affirm this purchase qualifies for the City and County of Denver sales tax exemption as a purchase to a charitable or religious organization and will be paid directly by the charitable or religious organization and only used in their charitable or religious capacity.

Either 1) I have included a copy of the letter provided by the City of Denver that indicates this organization is recognized as a charitable organization, or 2) I affirm that this organization is a Religious Organization incorporated and registered with the Secretary of State currently holding regular worship services which are open to the public and is recognized by the State Property Tax Administrator as a religious organization.

I accept that I remain directly liable for the sales or use tax assessment, and any applicable penalty or interest, if my purchase is found to not qualify for the exemption.

I understand that the vendor may request this affidavit for every purchase.

**Please Print or Type**

Customer Name		Driver License Number (include state)
Organization's Name		Colorado Tax ID Number or FEIN
Customer Address		Organization's Phone
City	State	ZIP Code

**Check All that Apply**

- The purchase is paid by a check drawn on funds of the exempt organization.
- The purchase is paid for with cash and the organization has also provided a purchase order.
- The purchase is paid for with a company purchasing card in the name of the exempt organization.  
The embossed name on the card is \_\_\_\_\_.
- The card is a commercial card and not a personal credit card.

The last four digits on the card are \_\_\_\_ \_ .

\_\_\_\_\_  
Signature of Customer

\_\_\_\_\_  
Date

If a vendor and a purchaser disagree on the application of a tax, the vendor must collect the tax. The vendor will provide the purchaser with a receipt showing how much sales tax was collected on the purchase. The purchaser may submit a claim for refund to the City and County of Denver. The claim for refund form is available at [www.denvergov.org](http://www.denvergov.org).