



Financial Services
 Sales Tax Division
 215 North Mason Street, 2nd Floor
 P.O. Box 580
 Fort Collins, CO 80522
970.221.6780
 970.221.6782 - fax
fcgov.com/salestax

REFUND CLAIM FOR CITY TAXES PAID

Please refer to the instructions on the back of this form.

Name of Claimant: _____

Residence or Business Address: _____

Mailing Address: _____

Phone: _____

Date of Payment: _____

Type of Tax Paid: _____

Total Amount Paid \$ _____

Total Refund Requested \$ _____

Reasons for Claim: _____

I/we declare, under penalties of perjury, that this claim (including any accompanying schedules and statements) has been examined by me/us, and to the best of my/our knowledge and belief is true, correct and made in good faith, for the purpose stated.

A claim by an agent must be accompanied by power of attorney.

 Signature of person other than taxpayer preparing claim

 Date

 Signature of Taxpayer

 Date

Office Use Only:

Audited by: _____ Approved by: _____
Sales Tax Manager/Financial Officer

Amount of Refund: _____ Date: _____

INSTRUCTIONS

1. The claim must be accompanied by supporting documentation* of sales/use tax paid. Please include copies of sales invoices, receipts, etc., or other documentation that proves what type of tax was paid.
2. The claim should be signed by the taxpayer, if possible. Whenever it is necessary to have the claim executed by an attorney or agent, on behalf of the taxpayer, an authenticated copy of the document specifically authorizing such an agent or attorney to sign the claim on behalf of the taxpayer should accompany the claim.
3. Where the taxpayer is a corporation, the claim shall be signed with the corporate name, followed by the signature and title of the officer having authority to sign for the corporation.
4. Any false statement made by the applicant for sales/use tax refund is punishable on conviction by a maximum fine of \$300 or a minimum sentence of ninety (90) days or both.

* If the claim is for tax paid on a vehicle, the following must be included:

1. Copy of Colorado driver's license showing current address.
2. Copy of registration on the vehicle.
3. Copy of the sales invoice.