



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

Manufacturing Equipment Use Tax Rebate Application 2023

Taxpayer (Company) Name _____ Fort Collins License Number _____
 Mailing Address _____ Phone Number _____
 _____ Email Address _____
 Contact Person _____

The following information is mandatory for the rebate process.
 All financial information contained in this application will be confidential pursuant to City Code § 25-166 and applicable law.

Manufacturing Information:	
Date manufacturing operations began in Fort Collins	
What does your company manufacture?	
Square footage of Fort Collins manufacturing facility	
Square footage of entire Fort Collins facility	
2022 real property tax valuation	2022 personal property tax valuation
2023 real property tax valuation	2023 personal property tax valuation
Who is your natural gas provider?	Annual Gas Consumption
Rebate Information:	
Purchase price of manufacturing equipment purchased in 2023	
Amount of rebate requested:	

Taxpayer authorizes the City to review and consider sales and use tax records, vendor records, contract and other information available regarding Taxpayer's eligibility for a rebate under this program.

I certify that Taxpayer is in compliance with all federal, state and local laws and regulations for the manufacturing facility located in Fort Collins. I also certify that Taxpayer is current with all City of Fort Collins contractual, payment and sales and use tax obligations.

I declare under penalty of perjury that this claim (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is true and made in good faith for the stated purpose. Further, I represent and warrant that I have the necessary authority to execute this application on behalf of Taxpayer, and to make the above certifications, authorizations, and declaration.

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

Signature of Taxpayer

Title

Date

OTHER INFORMATION

You must provide a list of the manufacturing equipment purchased that includes the following:

1. Invoice number
2. Invoice date
3. Vendor name
4. Description of machinery purchased
5. Intended use of the machinery
6. Date the use tax was paid to the City of Fort Collins
7. Purchase price of the equipment
8. Amount of purchase subject to Fort Collins tax
9. Amount of Fort Collins use tax paid

You are not required to submit copies of the invoices for which the rebate is requested. However, in the event there are questions regarding the eligibility of certain equipment, supporting documentation, including invoices, will be required.

Applications must be submitted no later than June 30, 2024.

Submit applications and list of equipment purchased to:

City of Fort Collins
Sales Tax Division
Attn: Danielle Wallace
P.O. Box 580
Fort Collins, CO 80522-0580

For specific questions regarding the rebate program, call Danielle Wallace at (970) 416-4246 or danwallace@fcgov.com.

For general sales and use tax questions, call the Sales Tax Office at (970) 221-6780.