



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

PROJECT COST REPORT

1. Contractor's Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

Email Address: _____

2. Project Location: _____ Project Name: _____

3. Building Permit Number: _____

4. Building Permit Original Valuation..... \$ _____

5. Total Final Contract (See back of form)..... \$ _____

6. Material valuation used for calculation
 of tax deposit (50% of Line 4)..... \$ _____

7. Final Material Valuation: (See back of form)..... \$ _____

**If line 7 is greater than line 6, proceed to line 8.
 If line 7 is less than line 6, proceed to line 9.**

8. Underpayment of tax.....

9. Line 6 x 3.0%..... \$ _____

Line 7 x 3.0%..... \$ _____

Difference – Additional Tax Due \$ _____

10. Overpayment of tax

Line 6 x 3.0%..... \$ _____

Line 7 x 3.0%..... \$ _____

Difference - Refund Due \$ _____

**Please mail this form along with the FINAL JOB COST SUMMARY and any additional tax due to:
 City of Fort Collins Sales Tax Office; P.O. Box 580, Fort Collins, CO 80522-0580.**

Refunds resulting from an overpayment of tax may be claimed by filing a Claim for Refund of City Taxes Paid. Refund claim forms are available at the City of Fort Collins Sales Tax Office or on the web page.

 Signature

 Title

 Date

Total Final Contract (Line 5)

The valuation derived when the building permit is issued uses only building costs. The purpose of this report is to determine the total taxable value of the project that is subject to sales and use tax.

The total final contract is the total amount billed on this project. It should include all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, and any other permanent equipment or fixtures furnished for the project. The final contract amount should include profit and overhead

Final Material Valuation (Line 7)

Examples:

The following examples of material should be included in calculating the final material valuation. **This list is not all-inclusive.** For specific questions call the Sales Tax Office.

Asphalt	Electrical fixtures	Painting
Bricks	Excavation	Patio
Cabinets	Foundation	Plumbing
Carpet, linoleum and tile	Framing	Project clean up materials
Central heating and cooling	Garage doors	Roofing
Curb and gutter	Gutters and downspouts	Sand and Gravel
Doors	Hardware	Sidewalks
Driveway	Installed window coverings	Steel railing
Drywall	Insulation	Trim
Electrical	Masonry	Windows and sills

All other material items peculiar to the intended use of the structure.

If your contract includes paving, landscaping, etc., the material costs need to be included in your final material valuation.

Sub-Contract Work

Actual material costs must be used. If a breakdown of actual material and labor is not provided by the sub-contractor, you may get a signed affidavit from the sub-contractor listing the total job cost and a break out of material, labor, and any tax paid. If tax was paid, receipts will need to be provided to give credit.

Note

Items purchased for use on this project (such as tools and supplies) are subject to City sales and use tax. If sales tax was not paid on these items at the time of purchase, you are required to remit a use tax at the time you file your City sale and use tax return.