



Standard Colorado Affidavit of Exempt Sale

This form is required by the State of Colorado for any transaction on which an exemption from state tax is claimed for charitable and government entities. The seller is required to maintain a completed form for each tax-exempt sale. Furnish this form to the seller **along with proof of tax exempt payment**. Do not return this form to the State of Colorado.

Religious/Charitable Organization

Purchase by religious or charitable organization (exemptions may vary by jurisdiction)
 State tax-exempt number (not FEIN number): _____ If out of state, attach IRS letter (to show 501(c)(3) status

Payment information (required to meet one of the following)

- Paid by cash and accompanied by a purchase order from the organization
- Paid by check drawn on funds of the exempt organization
- Paid by purchasing card bearing information of the exempt organization
 The embossed name of the card is: _____
- Paid by commercial card not a personal credit card – card’s last four digits: _____

When paying with a credit card, the actual or copy of the credit card is required at check in.

Government (Federal, State, Local)

Purchase by federal, state, or local government
Credit card number (first six and last four only): _____ - **xx-xxxx-** _____
Federal government (payment information – required to meet one of the following):

- GSA SmartPay2 card – fleet card with picture of a road and flag
- GSA SmartPay2 card – purchase card with picture of a keyboard and flag
- GSA SmartPay2 card – travel card with picture of an airplane and flag
- GSA SmartPay2 card – integrated card with picture of an eagle and flag
- Dept of Interior agency issued card – agency name _____

State and local government (payment information – required to meet one of the following):

- Paid by cash and accompanied by purchase order issued by the government agency
- Paid by check issued by and drawn on funds from the government agency
- Paid by government purchase card as designated on the card
 State tax-exempt number printed on the card (Colorado only) _____
- Check if the card states “for official state use only” or “tax exempt”

Guest/Customer Information

Legal Name of Company/Organization/Agency Name		Guest/Customer Name (Printed)		
Address		City	State	Zip
Phone	State/Driver License #	Description of Normal Course of Business Meeting/Conference/Event		

Under penalty of perjury, I swear or affirm that the information on this form is true and correct as to every material matter. I affirm that the items purchased tax-exempt will be used for official business of the above-named organization or agency. I accept that I remain directly liable for the taxes and any applicable penalty or interest if my purchase is found to not qualify for the exemption or if the information asserted in this form is deemed fraudulent.

Signature	Date
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Internal Use Only

Seller Name Keystone Resort	Location #	Date	Confirmation/Room #	Initials
Description of Items Purchased or Attach Duplicate Receipt/Invoice Lodging				