



CITY OF COLORADO SPRINGS

**APPLICATION FOR EXEMPTION FROM CITY SALES AND/OR USE TAX**

Religious or charitable organizations and nonprofit schools are exempt only for purchases paid for with funds of the organization or school. These purchases must be for the use of the organization or school, not for personal use. Sales made by the organization or school are not exempt.

1. Name of organization or school: \_\_\_\_\_

2. Phone number: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. Mailing address: \_\_\_\_\_

5. Please note - the City of Colorado Springs exempts only religious or charitable organizations; being nonprofit does not automatically qualify an organization for exemption. Please indicate whether this is a religious or charitable organization or nonprofit school:

RELIGIOUS \_\_\_\_ CHARITABLE \_\_\_\_ NONPROFIT SCHOOL \_\_\_\_

6. Please completely describe the activities of your religious and/or charitable organization or nonprofit school which qualify your organization or school for exemption: \_\_\_\_\_  
 \_\_\_\_\_ (use reverse of form if more space is needed)

7. Attach copies of:

- State exemption letter
- Federal tax exemption letter
- Articles of Incorporation with the Charter
- Annual report filing to IRS for latest tax year

Signed: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

Approved by \_\_\_\_\_ Date: \_\_\_\_\_