



# SUBCONTRACTOR AFFIDAVIT

General Contractor Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Building Permit #: \_\_\_\_\_

Subcontractor Name: \_\_\_\_\_

Subcontractor Address: \_\_\_\_\_

The Town of Vail is performing a construction use tax reconciliation of the above construction project to reconcile the deposits paid by the General Contractor to the Town of Vail. The General Contractor has indicated that they had a contract with you for materials, equipment, and/or labor. To help us determine the actual amount of use tax due on this project by the General Contractor, please complete, sign, and return the following affidavit. If you have questions related to this matter, please contact the General Contractor or the Town of Vail Revenue Manager at 970-479-2125. Note that the information submitted on this form may be subject to audit by the Town of Vail. Refer to the affidavit instructions on page 2 prior to completing this form.

***I certify, under penalty of perjury, that the following information is accurate:***

A. Subcontract Building Permit #, if any \_\_\_\_\_

B. Description of service or material provided \_\_\_\_\_

C. Contract amount plus all change orders \$ \_\_\_\_\_

D. Construction materials provided for this project (include fabricated material) \$ \_\_\_\_\_

1. Materials in D purchased in the Town of Vail or supplied to this project and Town of Vail sales tax was paid \$ \_\_\_\_\_

E. If any part of your contract was subcontracted to others, please provide the contractor's name, address, telephone, and contract amount:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Subcontractor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Phone Number and Email Address



## SUBCONTRACTOR AFFIDAVIT INSTRUCTIONS

Please complete, sign, and return page 1 of the affidavit. If you have any questions related to this matter, please contact the General Contractor or the Town of Vail Revenue Manager at 970-479-2125. Although your firm is not being audited, please note that the information provided may be subject to audit by the Town of Vail.

- Line A. If you obtained a building permit separate from the General Contractor building permit, please provide the number.
- Line B. Briefly describe the labor and/or material you provided for this project (i.e. masonry, drywall, excavation, forming, etc.).
- Line C. Indicate the FINAL amount of the contract, including all change orders and modifications.
- Line D. Indicate the amount of Line C pertaining to construction materials:
- See Vail Town Code definition of construction materials below. Include only materials that meet this definition.
  - Exclude sales taxes and delivery charges paid. Sales tax paid on materials must be listed separately, and should include all sales taxes paid, if any (i.e. state and local).
  - Include any “markup” to the General Contractor if your contract is for **time and materials**.
  - Include the portion allocated for materials only (without sales taxes) if your contract is a **lump sum** contract.
- Line D1. Indicate the total for materials purchased in or delivered to Vail where Vail sales tax was paid. Exclude sales taxes and delivery charges paid in the total. Copies of invoices must be provided. If the invoices are too voluminous, sample invoices or spreadsheets showing a breakdown of materials and taxes may be substituted.
- Line E. Indicate any subcontractors used on performing the work on this project, as well as address information and contract amounts.

### § 2-8-2 DEFINITIONS

**CONSTRUCTION AND BUILDING MATERIALS.** Tangible personal property which, when combined with other tangible personal property, loses its identity to become an integral and inseparable part of a completed structure or project. **CONSTRUCTION MATERIALS** include, but are not limited to, such things as, asphalt, bricks, builders’ hardware, caulking material, cement, concrete, conduit, electric wiring and connections, fireplace inserts, electrical heating and cooling equipment, flooring, glass, gravel, insulation, lath, lead, lime, lumber, macadam, millwork, mortar, oil, paint, piping, pipe valves and pipe fittings, plaster, plumbing fixtures, putty, reinforcing mesh, road base, roofing, sand, sanitary sewer pipe, sheet metal, site lighting, steel, stone, stucco, tile, trees, shrubs and other landscaping materials, wallboard, wall coping, wallpaper, weather stripping, wire netting and screen, water mains and meters, and wood preserver. The above materials, when used for forms, or other items which do not remain as an integral or inseparable part of a complete structure or project, are not construction and building materials.