



## INSTRUCTIONS FOR CONTRACTOR'S SUMMARY SHEET

(Qualified Entity)

### Procedure for Contractor's Certificate:

In order to expedite processing of refund claims or retainage release, please fill out these forms completely according to the guide below. Unclear or improperly completed forms will be returned. If you have questions, please contact this department. This form must not be altered in any way. You may make a copy of the ST-16A(QE) form should you need additional forms.

Contractors are responsible for paying City of Colorado Springs Sales Tax on materials purchased from vendors licensed with the City of Colorado Springs. If local sales tax has not been paid to the vendor at the time of purchase, the contractor is required to pay use tax directly to the City of Colorado Springs.

Prior to granting a refund of tax paid, or release of retainage, we will verify that the proper tax has been paid on all materials. In order to audit the taxes paid on this project, the following information is required:

### Invoice Date Column:

- The invoice number and the date of the invoice.
- This date is not required if you have removed material from stock or inventory.
- If you removed material from stock or inventory, you **MUST** indicate a date under the column "Invoice Date" or "Date Vendor Paid".

### Date Vendor Paid Column:

- List the month/year you paid your vendor for the corresponding invoice.
- Or if you removed material from stock of inventory for use in this project.

### Vendor Name Column:

- List the name of the vendor you purchased material from.
- If you removed material from stock or inventory, not "Material Removed from Stock/Inventory".

### Cost of Material Only Column:

- Enter the total invoice amount.
- **DO NOT** include labor, tools, tax paid or equipment that did not become a permanent part of the structure.

### Sales Tax Column:

- Each invoice you have listed should be one entry in either the "Sales Tax Paid Column" or "Use Tax Paid Column", **NOT** both.
- If City of Colorado Springs Sales Tax **was paid to the vendor** on the purchase of materials, calculate the amount of sales tax paid and enter the amount under this column.

### Use Tax Column:

- Each invoice you have listed should be one entry in either the "Sales Tax Paid Column" or "Use Tax Paid Column", **NOT** both.
- If City of Colorado Springs Sales Tax **was not paid to the vendor** on the purchase of materials, calculate the amount of use tax due and enter the amount under this column.
- If you have not already remitted payment, attach check made payable to "The City of Colorado Springs".

### Type of Material Column:

- List the exact type of material installed. General terms are NOT acceptable-terms such as "Miscellaneous", "Material", "Supplies", "Hardware", etc. **PLEASE BE SPECIFIC!**
- **DO NOT INCLUDE** items that did not become a permanent part of the structure. Examples: tools, consumable purchases or rental equipment.