



**COMMERCIAL AERONAUTICAL ZONE (CAZ)  
EXEMPTION CERTIFICATE APPLICATION**

**Instructions for Applicant:**

1. Please complete form in its entirety and submit to the City of Colorado Springs Sales Tax Office for approval.
2. When approved by the City of Colorado Springs, you will be issued a Commercial Aeronautical Zone Certificate of Exemption that may be provided to any seller or supplier to exempt you from payment of City Sales Tax on qualifying purchases.
3. The Certificate of Exemption may be used for the purpose of purchasing, leasing, storing, or distributing aircraft, aircraft parts, and supplies, equipment, tooling, solvents or paints for use in the manufacture, maintenance, repair or overhaul of aircraft or capital equipment within the Commercial Aeronautical Zone. The Certificate of Exemption may also be used for the purpose of purchasing or leasing capital equipment for use in the manufacturer, maintenance, repair or overhaul of aircraft within the Commercial Aeronautical Zone exemption.
4. Any merchandise purchased that is not used for its intended exempt purpose is subject to the City of Colorado Springs Use Tax. Items that are incidental to exempt activities, such as office machines, office supplies, cleaning supplies, transportation equipment, etc., are not exempt under the Commercial Aeronautical Zone exemption.
5. The Commercial Aeronautical Zone Certificate of Exemption will be revoked for misuse, and responsible persons may be subject to fines and prosecution.
6. A condition of the grant of Exemption is that all holders of Certificates of Exemption must annually report their exempt transactions to the City Sales Tax Office on Forms that will be mailed from the City Sales Tax Office to the business address provided on this application. The Certificate of Exemption may be revoked if such forms are not timely filed on an annual basis.
7. For approval, please send this application to The City of Colorado Springs, Sales Tax, P.O. Box 1575, Mail Code 225, Colorado Springs, CO 80901-1575 or drop off at our physical location, City of Colorado Springs, Sales Tax Office, 30 South Nevada Avenue, Suite 203, Colorado Springs, CO 80903.



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Account Number: 

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(do not write in boxes)

Applicant (Business Name): \_\_\_\_\_

Trade Name of Business (DBA): \_\_\_\_\_

Physical Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

- Exempt Activity Claimed:
- Sale, purchase, lease, or rental of aircraft or aircraft parts
  - Manufacturing of aircraft or aircraft parts
  - Maintenance, repair or overhaul of aircraft or capital equipment

Address where exempt activity occurs: \_\_\_\_\_

General description of property to be purchased for exempt purpose(s): \_\_\_\_\_

Contact (First/Last Name): \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

I hereby certify the following:

- The information given on this Exemption Certificate Application is true and correct.
- The tangible personal property described herein will be used or sold in the normal course of business. If such property is used for other than for its exempt purpose, use tax is due and will be paid to the City of Colorado Springs.
- The transaction and/or exempt activity occur or will occur in the Commercial Aeronautical Zone.
- I am an owner, partner, member, corporate officer or other person authorized to sign this application on behalf of the business.
- That I will provide an annual accounting of exempt transactions on forms prescribed by the City of Colorado Springs.
- That the address where the exempt activity occurs, set forth above, is within the CAZ.

Signature of Authorized Person: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name (First/Last Name): \_\_\_\_\_ Title: \_\_\_\_\_

**OFFICE USE ONLY**

City of Colorado Springs, Sales Tax Exemption Authorization and Approval for the Director of Finance

Signature By: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_