



Town of Parker Sales Tax Administration

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CLAIM FOR REFUND - CONSTRUCTION USE TAX

This form is intended for use when claiming a refund of overpaid construction use tax remitted to the Town of Parker on a permit issued for projects within Town limits. This claim for refund is only for overpaid Parker use tax. The Town does not refund Douglas County use tax, which may have also been paid on the permit.

Claimant Information	Legal Name of business or Individual Name	Trade DBA Name	SSN/FEIN/Town Business License #
	Mailing Address	Business Address	Contact Name
	Mailing City, State Zip	Business City, State Zip	Contact Phone Number

Refund Details (Attach Additional Sheets as Necessary)	A) Permit Number	B) Original Valuation	C) Amended Project Valuation	D) Difference (Column B – Column C)	E) Amended Materials Value (Enter actual value and attach supporting receipts or Column D x 50%)	F) Amount of Overpayment (Column E x 3%)
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
10.						

<p>Due Date for Making a Claim: All claims for refund must be made within 60 days of completion of the project, which is identified by issuance of a Certificate of Occupancy (CO). Refunds outside of 60 days will be reviewed only at the Finance Director's discretion.</p> <p>Refunds of Parker Use Tax Only: The total estimated use tax collected on Town of Parker building permits is 4%. This includes 3% Town of Parker use tax and 1% Douglas County use tax. Any refund calculated on this claim should be based only on the 3% Town of Parker use tax rate.</p>	Total Refund Requested
	<p>Reason for Refund (Attach supporting documentation including copies of Town permits and all invoices for materials purchased. Claims not adequately documented will be denied.)</p>

Signature	I declare under penalty of perjury that this claim, including all attachments, is to the best of my knowledge true, correct, and complete. I further understand that additional information may be requested and will be required to be supplied in order to process the refund request.		
	Signature	Printed Name	Date
	Title	Phone	Email



Claim for Refund Instructions Construction Use Tax

This form is intended for use when claiming a refund of overpaid construction use tax remitted to the Town of Parker on a permit issued for projects within Town limits. Refunds of this nature occur when the valuation of the project has decreased from the original project valuation reported on the permit application OR when actual materials purchased are less than the materials value estimated on the permit application.

Estimated use tax is collected based on 50% of the total valuation of the project when the permit is pulled. The total estimated use tax collected on Town of Parker building permits is 4%. This includes 3% Town of Parker use tax and 1% Douglas County use tax. Any additional tax or refund due calculated on this project cost report will be based ONLY on the 3% Town of Parker use tax rate.

Claims for refund of overpaid construction use tax must be made within 60 days of reasonable discovery of the overpayment. Refund requests for discovery made outside of 60 days will be reviewed at the Finance Director's discretion. **Any claim that is not adequately documented will be denied.**

Section I – Claimant Information

Please complete this section in its entirety as applicable to you or your business. The information provided will be used to issue the refund if approved.

Section II – Claim for Refund Details (If making a claim on more than ten permits, please attach additional sheets as necessary)

- A - Permit Number: Town of Parker permit number.
- B - Original Project Valuation: Value of project reported on the original permit application.
- C - Amended Project Valuation: Revised project valuation after completion, including all change orders.
- D - Difference: Project valuation difference taken from original project valuation (column B) minus amended project valuation (column C).
- E – Amended Materials Value: Enter the actual amount of materials purchased based on invoices and receipts OR calculate the amended material value by multiplying the difference reported in column D by 50 percent (50%).
- F – Amount of Overpayment: Calculate the amount of construction use tax overpayment by multiplying the value in column E by 3% (Parker use tax rate).
- Total Refund Requested – Total all values calculated in Column F, lines 1 through 10.
- Reason for Refund – Give a brief description of reason for change in project valuation(s) or actual materials purchased that resulted in submitting this claim for refund.

Section III – Signature

The person completing the claim on behalf of the taxpayer must sign and date the form at the bottom. A printed name is also required. If the taxpayer is not a natural person, the title of the officer or agent completing the form on behalf of the taxpayer must also be printed on the form. Forms without a signature will be returned and may not be considered timely filed.

Supporting Documentation - Documentation supporting the refund request must be submitted and must accurately support the amount of refund requested. Supporting documentation should include a copy of the original permit (if available) and ALL invoices and receipts for materials purchased for the project. Claims that are not adequately documented will be denied.

Review & Determination – The review time required will vary depending on the nature and scope of the claim. If necessary, the claim will be assigned to an auditor who may contact you regarding the review. If the claim is approved, a refund check will be sent approximately two to three weeks after approval.