

Construction Equipment Declaration Use Tax Return

1) Legal Name of Business or Individual Name:			<input type="checkbox"/> Original Declaration <input type="checkbox"/> Amended Declaration <input type="checkbox"/> Final Amended Declaration	
2) Trade Name of Business (if any):			7) City License Number (if applicable):	
3) Mailing Address:			8) Address of Project/Jobsite:	
4) City:	5) State:	6) Zip:	9) Date equipment first located in City:	

A) Equipment Description/ID Number	B) Purchase Price (Excluding Freight & Taxes)	C) Municipal Credit (Municipal Tax Paid/.0365)	D) Net Purchase Price (B-C, if B>C enter 0)	E) Taxable Amount (≥30days use D) (<30 days & filed timely use D/12)
10)				
11)				
12)				
13)				
14)				
15)				
16)				
17)				
18)				
19)				
20)				

(Attach additional sheets if necessary)

DUE DATE FOR RETURN:

The use tax amount computed on line 24 must be remitted with a copy of this return prior to or on the date that equipment is first located in the City. Late returns are not eligible for the 30 day pro-ration and are subject to penalty and interest.

AMENDED DECLARATION REQUIRED:

An amended declaration must be filed every 90 days or within 10 days of substantial completion, whichever occurs first. Additional original declarations are required if equipment not listed herein is used in the City.

REQUIRED DOCUMENTATION:

Proof must be provided by way of the original purchase invoice and/or the initial registration in the jurisdiction where the equipment is primarily maintained.

21) Total - Lines 10-20:	
22) Total Taxable Amount from Additional Sheets:	
23) Total Taxable Amount (Total Lines 21 & 22):	
24) Use Tax Due (3.65% of Line 23):	
25) Penalty (Greater of \$15 or 10% of Line 24):	Applies only
26) Interest (1% of Line 23 per month):	if late filing
27) Total Amount Due (Total Lines 24-26):	

Under penalties of perjury, I declare that I have examined this Construction Equipment Declaration, attached the required documentation, and that it is true and correct to the best of my knowledge & belief.

**Taxpayer
Signature**



Signature

Date

Printed Name

Title

Phone Number

Instructions for Construction Equipment Declaration

General Instructions

Purpose of Form

This form is used for taxpayers to declare construction equipment which was located in the City of Louisville ("City") pursuant to § 3-20-305 of the *Louisville Municipal Code* ("Code") and report any use tax that was due from the utilization thereafter.

Due Date

Construction equipment must be declared to the City prior to or on the date the equipment is first located in the City and pay any use tax due at that time. If payment is remitted after the due date, penalties and interest will apply.

Declaration

Construction equipment must be declared to the City prior to or on the date the equipment is first located in the City. Equipment declared after the fact is not eligible for the pro-rated amount of use tax described in § 3-20-305(A)(2)(b) of the Code and is subject to penalties and interest for late payment.

If construction equipment is being declared prior to or on the date of its location in the City, is eligible for the pro-rated amount of use tax described in § 3-20-305(A)(2)(b) of the Code. The use tax should be calculated using 1/12 of the price of the equipment.

Reminders

Equipment under \$2,500 need not be declared. Taxpayers need not declare any existing equipment for which the purchase price was less than \$2,500. Such equipment shall be presumed to have been purchased in a municipality having a sales or use tax at a rate at least equal to the rate established pursuant to § 3-20-300 and such tax shall be presumed to have been paid to that municipality. This exemption does not apply to the sales/use tax due on rented or leased tools or equipment, or tools or equipment purchased directly for and charged directly to a specific job or project in the City.

Signature required. The person completing the declaration 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.

Specific Instructions

Lines 1 thru 6 – Taxpayer Information. Print the legal name, the trade or other name the taxpayer is known as, and the mailing address of the taxpayer.

Line 7 – City Account Number. If the taxpayer is licensed with the City, list the 5 digit Louisville tax account number.

Line 8 – Project Address. List the street address of the project or job in the City.

Line 9 –Date of First Location in the City. List the date that construction equipment was first located in the City. This date will determine the date that use tax was due (see *Due Date* above).

Lines 10 – 20 (and additional sheets if necessary). Complete one line for each piece of equipment.

Column A – Equipment Description & Identification Number. List a general description for the piece of equipment along with an identification number that may be used to trace the equipment to the taxpayer's purchase records such as a serial number or asset tag number.

Column B – Purchase price. List the full original purchase price of the equipment. The purchase price should exclude any amounts paid for delivery or taxes.

Note: Use tax is due on the full original purchase price of the equipment regardless of its age or condition at the time of first use in the City. *Do not list a depreciated value.*

Column C – Municipal Credit. Credit may be taken against Louisville use tax for legally imposed sales or use taxes previously paid to Louisville or other municipalities (documentation required). Such credit may not exceed the Louisville use tax due. If no municipal sales or use tax has been paid on the equipment, enter a zero (0) in column C.

To compute the municipal credit amount, take the total of any previously paid, legally imposed municipal sales or use tax and divide this amount by 0.0365. Enter the result in this column C.



Do not include State of Colorado, RTD, cultural district (CD), county, or other special district sales or use taxes. Credit is allowed only for legally imposed sales or use tax previously paid to other *municipalities*.

For example, if a piece of equipment was purchased for \$125,000 and a sales tax of 6.0% (consisting of 2.9% State tax, 1.1% RTD/CD tax, and 2.0% city tax) was legally imposed (\$2,500 in city sales tax, \$7,500 in total sales tax), the municipal credit amount would be \$68,493.15 (\$2,500 city sales tax divided by 0.0365).

Column D – Net Purchase Price. If the amount in column C is greater than or equal to the amount in column B, enter a zero (0) in this column D.

If the amount in column C is less than the amount in column B, subtract the amount in column C from column B and enter the difference in this column B. This is the amount subject to City use tax.

Column E – Taxable Amount. For construction equipment that will be in the city at least 30 days, enter the amount from Column D. This is the amount subject to City use tax.

Construction equipment that will be in the city less than 30 days may use the pro-rated amount described in § 3-20-305(A)(2)(b) of the Code if the construction equipment is being declared prior to or on the date of its location in the City. Take the amount in column D and divide by 12. This is the amount subject to City use tax.

Complete each column for each piece of equipment. If additional lines are needed, attach additional schedules with the same information. For audit purposes, *do not summarize all equipment in a single line.*

Line 21 – Total Lines 10-20. Enter the sum of column E for lines 10 through 20.

Line 22 – Total Amount Subject to Use Tax from Additional Sheets. Enter the sum of column E from any additional schedules used to detail additional pieces of equipment.

Line 23 – Total Amount Subject to Use Tax. Enter the sum of lines 21 and 22. This is the total amount subject to City use tax.

Line 24 – Total Use Tax Due. Multiply Line 23 by .0365 to determine the total amount of use tax due.

Lines 25 & 26 – Penalty Due & Interest Due. Penalty and interest apply if construction equipment is not declared along with payment of any use tax due prior to or on the date of being located in the City.

Penalty is 10% of the use tax due or \$15, whichever is greater.

Interest is calculated for each month or portion of a month that a tax deficiency remains unpaid. Interest accrues in whole month increments beginning the day after the date listed on line 9.

Use the following table to compute the penalty and interest due, if any:

Penalty & Interest Computation Table (Optional)

i)	Enter the date listed on line 9 of the form (Date of First Location in the City)	
ii)	Enter the date that payment of the use tax is estimated to be postmarked by.	
If the date on (ii) above is on or before the date on (i) above, enter a zero (0) on lines 25 and 26. Otherwise, continue to (iii) below.		
iii)	Enter the amount listed on line 24 of this return (total use tax due).	
iv)	Multiply the amount in (iii) above by 10% (0.10).	
If the amount on (iv) above is <i>less than or equal to</i> \$15, enter \$15 on line 25. If the amount on (iv) above is <i>greater than</i> \$15, enter the amount from (iv) above on line 25.		
v)	Enter the number of months between the due date from (i) above and the postmark date from (ii) above. Round up to the nearest whole month.	
vi)	Compute the monthly interest due by multiplying the tax due from (iii) above by 1% (0.01).	
vii)	Multiply lines (v) and (vi). Enter the total on line 26.	

Line 27 – Total Tax, Penalty, and Interest Due. Enter the sum of lines 24-26. This is the total amount due. Remember that interest will continue to accrue on the unpaid tax deficiency each month until paid.

Signature – After reviewing the form for accuracy, sign and date the form. Print your name and title below your signature.

Required Documentation – Proof must be provided by way of the original purchase invoice and/or the initial registration in the jurisdiction where the equipment is primarily maintained.

Payment – Checks should be made payable to the *City of Louisville* and mailed to the address listed below. The use tax was due on the date entered in line 9. Payments postmarked after the due date will be subject to penalties and interest.



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