

Organization/Agency Information

## **Affidavit of Exempt Event**

This form is used by Denver exempt organizations to claim exemption from Denver sales, use or lodger's tax for an event held at a Denver hotel, motel or other event venue. The vendor (hotel, motel or restaurant) is required to maintain a completed form for each tax-exempt sale pertaining to the stated event.

funds. (Purchases of food or lodging by individuals do not qualify for the exemption even though the

The participants at the event have not and will not reimburse the organization in any way for the event such as by purchase of a ticket, payment of a registration fee, or by making an involuntary contribution.

Furnish this form to the seller. Retain this completed form for your records.

DO NOT RETURN TO THE DENVER TREASURY DIVISION UNLESS REQUESTED.

Legal Name of Organizati	on or Ag	ency	Website	Website	
Authorized Representative	Э		Phone		
Address		City	State	Zip	
<b>Event Information</b>					
Name of Event			Date of Event		
Description of Event					
Exemption Information					
The exemption does not a	apply to	food, beverage or lodging where the rec	ipient of the food, beverage or	lodging reimburses the organization	
in any way, such as by th	e purcha	se of a ticket, payment of a fee, or mak	ing an involuntary contribution		
Basis of Exemption Cl		Charitable Gover	Governmental		
	-	OW MUST BE TRUE FOR THE PURC ments are true for this event:	HASE TO QUALIFY FOR TA	X EXEMPTION	
Yes	No		the purchase is included under, and is part of, the regular charitable functions and activities of the reganization, or is purchased in a governmental capacity.		
Yes	No	The transaction is billed directly to th	e organization and payment is	s made directly from organization	

## **Purchaser Information**

Yes

No

Under penalty of perjury, I swear or affirm that the information on this form is true and correct as to every material matter. I affirm that the items purchased tax-exempt will be used for official business of the above-named organization or agency. I accept that I remain directly liable for the taxes and any applicable penalty or interest if my purchase is found to not qualify for the exemption or if the information asserted in this form is deemed fraudulent.

individual will be reimbursed by the organization or government.)

Purchaser's Signature Date

Print Name Driver's License # State

## For Use by Hotel/Motel/Restaurant or Other Vendor to Verify Exemption

This form should be completed in its entirety and retained, together with a completed "Standard Municipal Home Rule Affidavit of Exempt Sale" form and customer's letter of Denver exemption (issued to charitable organizations) for a minimum of four years to assist in documenting an exempt transaction.

Employee's Signature

Denver Exemption Verified By (Employee's Printed Name)