



CITY OF LAKEWOOD APPLICATION FOR CERTIFICATE OF EXEMPTION

Mail completed form to:

City of Lakewood
Revenue Division/Sales Tax
480 South Allison Parkway
Lakewood, CO 80226-3127

FOR CITY OF LAKEWOOD USE ONLY

License Number _____

Property Zoned _____

Code Enforcement _____, ____/____/____

Date _____

First Day of Operation in Lakewood _____

Name of Organization _____

Location _____

City _____ State _____ Zip _____

Mailing Address _____

City _____ State _____ Zip _____

Phone # _____ Person to Contact _____

State of CO Exempt # _____

Federal Employer I.D. # _____

Officers/Directors (attach a supplemental sheet if necessary):

Name _____ Position _____

Home Phone _____

Home Address _____

Name _____ Position _____

Home Phone _____

Home Address _____

Authorized Signature (Corporate Officer) Title Date

To qualify for exempt status, the following documents must be submitted with the application:

- **Federal Determination Letter**- letter from the IRS, showing which classification code you are exempt under. (Churches under a national church body must include an official document from the national organization stating your group affiliation.)
- A copy of the **latest financial statements** detailing income sources and expenditures.
- A copy of the **Articles of Incorporation** and **Corporate by-laws**.

The following questions must be answered. Include any supporting documentation.

Please specify which purpose the entity is organized under:

- Government**
 - Federal
 - State
 - Local
- Charitable**
 - Religious
 - Scientific
 - To test for public safety
 - Literary or educational
 - To prevent cruelty to children or animals
 - To foster national or international amateur sports competition
- Schools** (as defined under Section 3.01.020)
- General Hospital** (attach copy of license pursuant to sections 25-3-101 and 25-3-102 of Colorado Revised Statutes)

Please describe the functions of the organization in detail.

What are the organization's sources of financial support? (e.g. dues, contributions, grants, payments for services, etc.) Please include each source and the approximate dollar amount for each source.

Do the contributors to the organization receive any direct benefit or gift from the activities of the organization? If yes, describe the benefits.

Are the services provided, reimbursed all or in part by any agency of the government? If yes, explain.

Does the organization receive compensations for the performance of services? If yes, is the fee paid on either a pre-paid, post-paid, or pay at the time of services basis?

Are these services ever provided to an individual who cannot pay? If so, are these services provided for no fee or on a sliding scale basis?

Will the organization be making any sales of tangible personal property? (e.g. books, cards, food religious articles, or similar items)

This question applies only to entities operating as a charitable organization:

How does the organization lessen the burden of Lakewood city government?

Which tax supported government entities would otherwise be required to perform the charitable functions performed by the organization.