



DR 0172 - Contractor Application for Exemption Certificate

You want to build and we're here to help!

TIPS to get your application approved the first time:

- ✓ Submit your application 10-14 business days or 2 weeks prior to the project start date.
- ✓ Read the instructions and complete the application in full.
- ✓ Include your Colorado Account Number (CAN) in the Colorado withholding tax account number field. **NOTE:** Applications that are left blank or list N/A will **NOT** be processed.
- ✓ Enter the scheduled construction start and estimated completion dates. Ensure the completion dates listed on the application can be validated by the attached contract, award letter, agreement or purchase order.
- ✓ Include the exempt organization's number. **NOTE:** Failure to provide this number will cause your application to be rejected.
HELPFUL HINT: An exempt organization's Colorado exemption account number will begin with a "98." Please contact the exempt organization to obtain or verify this information prior to submitting your application.
- ✓ Attach a copy of the contract or agreement to include the following:
 - The type and scope of work.
 - The bid amount. **HELPFUL HINT:** The same amount, to the penny, should be listed on your application.
 - The project start and estimated completion dates.
 - A copy of the contract signed by the contracting parties involved in the project, including the exempt organization.