



7500 W. 29th Avenue
Wheat Ridge, Colorado 80033

Tax Division
Phone (303) 235-2820
Fax (303) 234-5924
www.ci.wheatridge.co.us

Request for Certificate of Taxes Due

Please Type or Print Clearly

Business Information	1) Legal Name of Business or Individual Name (Last, First):		7) Contact Person (if Business):	
	2) Trade Name of Business (if any):		8) Phone Number:	
	3) Mailing Address:		9) City Account/License Number:	
	4) City:	5) State:	6) Zip:	

This form must be filled out completely in order for your request to be processed.

In most cases, a **Certificate of Taxes Due** will be issued within (5) business days. There is no fee for this certificate.

10) **Certification of Requestor:** I, the undersigned, hereby certify that I am the _____ (title) of the above referenced taxpayer and am duly authorized under §38-25.5-101(1) of the *Colorado Revised Statutes*, and Sec. 22-50 (b) of the *Wheat Ridge Municipal Code* to request this tax information.

11) Furnish completed certificate to:
 Taxpayer listed above
 Other party listed on line 13 below

12) Method of Transmittal:
 Send via U.S. Mail
 Pick-up service at City Hall, Tax Division

13) Party to receive completed Certification (if different from taxpayer):

a) Legal Name of Business or Individual Name (Last, First):		
b) Attention / Care of:		
c) Mailing Address:		
d) City:	e) State:	f) Zip:

14) Is this Certificate requested in conjunction with a sale/transfer of the business listed in the Business Information section?
 Yes, (complete line 15 through 17 below)
 No

15) Closing Date 16) Purchase Price (total) \$
 Personal Property Price \$

17) Has the transferee agreed to remit the Wheat Ridge sales and use taxes due on the transfer?
 Yes, tax will be remitted by transferee on the Initial Use Tax Return.
 No, tax will be collected by the transferor and remitted to the City within 10 days of closing.

Declaration

Under penalty of perjury, I declare I have examined this Request of Certificate of Taxes Due and that the same is true and correct to the best of my knowledge and belief. I hereby warrant and guarantee that I am fully authorized to make this request on behalf of the Taxpayer.

Taxpayer Signature	Signature			Date
	Printed Name			Phone No.
	Title			

GENERAL INSTRUCTIONS

Purpose of Form: This form is used for taxpayers to request a Certification of Taxes Due (“CTD”). A CTD certifies the amount of any outstanding total tax liability and certifies that the taxpayer has filed all returns due as of the date it is issued. A CTD is typically requested by a taxpayer closing business who wishes to certify to potential buyers that taxes are current with the City.

The City of Wheat Ridge does not charge a fee to obtain a CTD. The completed CTD will typically be available within (5) business days and can be issued to the taxpayer or directly to a potential buyer.

Who can request a certificate? A taxpayer or any authorized person who has obtained a written authorization from a taxpayer. This generally refers to a buyer / transferee or a practitioner (an attorney or accountant) who is representing the buyer or a lending institution that has obtained written authorization from a taxpayer / borrower.

Business Information: Complete the information for the (business) the certificate is being requested for including the 5 digit Wheat Ridge license/account number.

Certification of Requestor: The Wheat Ridge Municipal Code (“Code”) permits the City to release confidential tax information to duly authorized representative of the taxpayer. Similarly, § 38-25.5-102 of the Colorado Revised Statutes authorizes the release of confidential tax information to certain authorized personnel (See § 38-25.5-101 (1) C.R.S.). If the CTD is requested by an authorized person other than the taxpayer, notarized evidence of such authorization must be provided with the request.

Completed CTD issuance: Check the appropriate box to indicate whether to issue the completed CTD to the taxpayer, or the party listed on lines 13 a. through f. If neither box is checked, the completed CTD will be issued to the taxpayer.

Method of transmittal: Check the appropriate box to indicate whether to mail the completed CTD or for pick-up service at City Hall, Tax Division. Proper photo identification will be required. If neither box is checked, the completed CTD will be mailed.

Third party recipient information: Print the legal name, attention or care of (if any) and mailing address for the party to receive the completed CTD. If the completed CTD will be issued to the taxpayer, this line will not be required.

Pending Transaction: If the request is made pursuant to a pending transfer of assets by the taxpayer, check ‘Yes’ and complete lines 15 through 17. Otherwise, check ‘No’ and completed the signature block.

Closing Date: Enter the date (or approximate date) upon which the transfer will be completed.

Purchase price: Enter the gross purchase price of all assets, including all property tangible and intangible, real and personal, which will be acquired in the transfer.

Personal property price: Enter the amount which applies to tangible personal property.

Tax Remittance responsibility: Check the appropriate box to indicate whether the seller will collect the tax upon the transfer and remit it to the City or the buyer will remit the tax to the City. This line relates to taxes due upon the transfer, not to the total tax liability listed in the CTD.

Signature: After reviewing the form for accuracy, sign and date the form. Print your name and title below your signature. Return completed form to the City of Wheat Ridge, Tax Division.