

LARIMER COUNTY | FINANCIAL SERVICES DIVISION

Sales Tax Administration, 200 West Oak Street, Suite 4000, PO Box 1190, Fort Collins, Colorado 80522-1190, 970.498.5930

Instructions for Completing the Project Cost Report (PCR)

Additional information can be found on the Sales Tax website www.larimer.gov/finance/sales-tax/use-tax

Provide Contact Information

- Enter the building permit number(s), the contractor's name, address, and the project location.

Sign-Off Section (Top Box)

To sign off on the PCR and not have to do the reconciliation, you need to meet these requirements:

1. The total completed project value must be less than \$400,000. If your initial project estimate is over \$400,000, you must provide a job cost summary to show the actual value below this amount.
2. The cost of building materials used in the project should be approximately half of the initial building permit valuation.
3. You do not expect to receive a refund.
4. You understand that Larimer County may request an audit within three years after completing the project.

If you meet all four requirements, please sign and date the Project Cost Report and return it to the Larimer County Finance Division.

Calculation Section (Bottom Box)

Line 1: Enter total taxes paid, including the Larimer County use tax on the building permit(s) and any additional county tax on invoices for building materials and taxable labor. Include copies of the building permit and any invoices or proof of tax payment. ***Note: You only get credit for additional county sales tax if you provide receipts.**

Line 2: Enter the actual material costs from the job cost summary and multiply by 1.05% to find the use tax that should have been paid. Provide a worksheet on how the actual material costs were calculated.

To calculate actual material costs:

- Include 100% of the materials purchased for the project. Provide copies of receipts for non-taxable costs, such as non-taxable labor, miscellaneous expenses, or delivery fees.
- Include 100% of the taxable labor, including fabrication, shop, and production of articles.
- Include 100% of the materials from the subcontractors' affidavits or invoices. Provide copies of the invoices or subcontractors' affidavits.

Or

- Include 50% of subcontractors' invoices if you cannot provide a breakdown of materials and labor.

Line 3: If Line 2 is greater than Line 1, you owe additional tax to Larimer County. Please send a check for the difference to Larimer County at the address above.

Line 4: If Line 1 is greater than Line 2, you overpaid tax to Larimer County. Once approved, Larimer County will send you a refund.

Important Note: All Project Cost Reports are reviewed and may be subject to a formal audit.

