

**CLAIM FOR EXEMPTION FROM DENVER SALES, USE OR LODGER'S TAX**  
**FOR USE BY HOTELS, MOTELS AND RESTAURANTS**  
**FOR THE FOLLOWING DESCRIBED EVENT**

(PLEASE TYPE OR PRINT LEGIBLY)

Organization's Name: University of Denver (Colorado Seminary)

Date of event: \_\_\_\_\_ Phone #: 303.871.2404

Authorized Representative: Margaret Henry Title: Controller

Address: 2199 S. University Blvd.

City: Denver State: Colorado Zipcode: 80208

Description of Event: \_\_\_\_\_

Basis of Exemption Religious  Charitable  Governmental

Indicate if all of the following statements are true for this event:

Yes      No

- The purchase is included under, and is part of, the regular religious or charitable functions and activities of the organization, or is purchased in a governmental capacity.
- The transaction is billed directly to the organization and payment is made directly from organization funds. (Purchases of food or lodging by individuals do not qualify for the exemption even though the individual will be reimbursed by the organization or government.)
- 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.

The exemption does not apply to food, beverage or lodging where the recipient of the food, beverage or lodging reimburses the organization in any way, such as by the purchase of a ticket, payment of a fee, or making an involuntary contribution.

**ALL OF THE ABOVE STATEMENTS MUST BE TRUE FOR THE PURCHASE TO QUALIFY FOR TAX EXEMPTION**

The undersigned declares and affirms that the above statements are true and accepts liability for the tax, should the transaction not qualify for exemption.

Signature: *Margaret Henry* Date: \_\_\_\_\_

Print Name: Margaret Henry Title: Controller

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**FOR HOTEL/MOTEL/RESTAURANT USE TO VERIFY EXEMPTION**

City of Denver, Treasury Division, Tax Compliance, Audit Unit - (720) 913-9330

Denver exemption verified by \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Date \_\_\_\_\_  
(Hotel employee)

\_\_\_\_\_  
(City employee)