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## **SUBCONTRACTOR AFFIDAVIT INSTRUCTIONS**

Please complete, sign and return the enclosed affidavit to our office by the due date indicated. If you have any questions related to this matter, please contact us at the number listed on the affidavit. Although your firm is not being audited, please note that the information provided could be subject to audit by the Town of Vail.

Line A If you obtained a building permit separate from the General Contractor building permit listed on the letter, please provide the number.

Line B Briefly describe the labor and/or material you provided for this project (i.e. masonry, drywall, excavation, forming, etc.).

Line C Indicate the FINAL amount of the contract, including all change orders and modifications.

Line C-1 Portion of the contract allocated to materials:

- exclude sales taxes paid
- include any "markup" to the General Contractor if your contract is for **time and materials**
- include portion allocated for materials only (without sales taxes) if your contract is a **lump sum** contract

Sales tax paid on materials must be listed separately, and should include all sales taxes paid, if any (i.e. state and local). If local sales tax was paid, then copies of invoices must be provided. If the invoices are too voluminous, sample invoices or spreadsheets showing a breakdown of materials and tax may be substituted.

Line C-2 Provide the cost of any fabrication labor included in the contract amount. Fabrication labor is defined as labor that results in the creation or production of an article of tangible personal property, or that is a step in a process or series of operations resulting in the creation or production of the article. Labor to install an existing product is not fabrication labor.

Line C-3 Provide Other Costs

Enter Other Sales Tax If Paid

Line D Indicate any subcontractors used on performing the work on this project, as well as address information and contract amounts.

***Thank you for your assistance in this matter.***