Town of New Castle
PO Box 90
450 W. Main Street
New Castle, CO 81647

Building Department
Phone: (970) 984-2311
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USE TAX RETURN

The Town of New Castle charges a use tax of 2% of the retail purchase price of construction or building materials purchased outside of the Town and used within the Town. (Authorization - Town of New Castle Ordinance #243). This tax can be calculated using valuation calculation method or Actual Purchases Calculation Method. (See below)

THIS RETURN MUST BE SUBMITTED WITH PAYMENT BEFORE A BUILDING PERMIT OR CERTIFICATE OF OCCUPANCY CAN BE ISSUED.	
Job Address:	
Contractor:	
Owner:	
Building Permit No:	Date Completed:

Valuation (from Building Permit)			$
Please attach receipts for any construction and building materials from vendors upon which the Town of New Castle Retail Sales has been paid.		X .45 =	
		X .02 =	
		TOTAL TAX DUE	$

ACTUAL PURCHASES CALCULATION METHOD		
Following is a list of all purchases of construction and building materials from vendors upon which the Town of New Castle Retail Sales Tax has not been paid. **(Copies of receipts must be attached)**		
Date Purchased	Vendor	Amount
	Total Amount	
(Use reverse side for additional space)	2% TAX DUE	

I hereby certify that this is a true and accurate record of all building and construction materials purchased.

Signature _____ Title _____ Date _____