

Tax Records
Request for Copies



9220 Kimmer Drive
Suite 100
Lone Tree, CO 80124
Ph: 303-708-1818
Fax: 303-225-4949

I. Taxpayer Information:

Name (Taxpayer or Corporate Name)

SSN or FEIN

Address

City Business/Sales Tax Number

City, State and Zip Code

Phone Number

II. Party requesting records:

Owner of Business

Authorized Representative: please attach Federal Power of Attorney Form 2848 (City Code 4-3-410(c))

State, Political Subdivision, or United States Representative (City Code 4-3-410(e))

Name of Representative Jurisdiction: _____

Name of Person Requesting Records: _____

Title: _____

Employee Number (if applicable): _____

III. Records being requested:

(Period Requested)

Copies of Original Sales/Use Tax Returns as Filed: _____

Copy of Tax Paid Transcript Only: _____

Transcript Requested for Which Tax Type: ___ Sales ___ Use ___ Admissions ___ Lodging ___ All Applicable

Other (please specify request details and period): _____

IV. Signature – Before signing this document, read this section carefully.

I request the City of Lone Tree furnish me with a copy of items checked for the periods requested. Under penalties of perjury, I declare that the information I have furnished above, to the best of my knowledge, is true, correct, and complete. I further declare that I am the taxpayer, authorized representative of the taxpayer, or representative of a State, political subdivision, or United States government and have authorization to receive and view this information.

Printed Name and Title

Mail Records To:

Signature

Street Address

Date

City, State, Zip Code

Tax Records
Request for Copies



CITY OF LONE TREE

9220 Kimmer Drive
Suite 100
Lone Tree, CO 80124
Ph: 303-708-1818
Fax: 303-225-4949

Instructions:

1. Complete this form in either clear print or type.
2. Sign and date form.
3. Return this form to the City of Lone Tree administrative offices:

City of Lone Tree
Attn: Kristin Baumgartner
9220 Kimmer Drive, Suite 100
Lone Tree, CO 80124

OR

(303) 225-4949 Fax

4. Please refer to the City of Lone Tree fee schedule below on Page 3. These fees will be charged, and are expected to be paid, prior to the City's release of tax documents. Once the City has gathered the tax information and determined the appropriate fees, a representative will contact the requestor and submit a bill for these fees. Once the fees have been collected, the City will release the tax documentation to the requestor.
5. Tax records are confidential. Records will not be faxed as this is not a secure means of transmitting tax information. Instead, please return signed original form to the above address. Tax records will be shipped upon a direct match of the information provided. If enough information is not provided to establish a direct match, the City will contact you to request additional information.

