

TOWN OF MOUNTAIN VIEW
USE TAX CALCULATION AND VALUATION ELECTION
(to be completed with and attached to Application for Building Permit)

Date: _____

Name of Applicant: _____

Project Name: _____

Location of Project: _____

Use Tax Valuation Options

1. Estimated Valuation Method

Total Estimated Valuation of Job:		\$	_____
Taxable Percentage of Valuation:		x	50%
Total Taxable Materials:	=	\$	_____
Town Tax Rate (3%):		x	3%
Use tax due at Permit issuance:	=	\$	_____

OR

2. Actual Cost Method

A contractor may elect to pay for the use tax on the materials using the actual cost of materials based upon a complete audit under the following conditions:

- (1) The contractor must declare prior to the issuance of the building permit that it will develop an actual materials valuation at the conclusion of the project upon which the use tax will be levied.
- (2) The use tax in the calculation prescribed in Option (1) above will be paid at the time the permit is issued. Adjustments will be made after the project and the audit is complete.
- (3) At the completion of the project, the contractor must submit all receipts for construction and building materials in the project. These receipts will include construction and building materials supplied by all subcontractors and suppliers of construction and building materials used in the project.

Failure to provide all receipts will disqualify the contractor from calculation of use tax under the above method.

- (4) The Town will conduct an audit. Out-of-town travel costs of the audit, if any, will be borne by the contractor.
- (5) Adjustment up or down from the deposit made will be made after the audit is complete.

Having read and understood the foregoing, Applicant hereby elects to calculate use tax valuation for the above-referenced construction project according to the:

- Estimated Valuation Method
- Actual Cost Method

APPLICANT:
