



RE: Sales Tax on Construction Materials

Dear Contractor and/or Project Manager:

Thank you for choosing Avon for your project. In order to promote a smooth project the Town of Avon (“Avon”) is providing this letter to inform you of the Town’s policies and procedures for the imposition of sales tax on construction materials. **All construction materials sold and delivered to a job site within Avon are subject to Avon’s 4% sales tax, including construction materials sold by merchants with business locations outside of Avon’s town boundaries.** Avon also charges sales tax on all tangible personal property and construction materials installed on a jobsite in Avon by a “Retailer-Contractor”. A “Retailer-Contractor” is a contractor who purchases tangible personal property at wholesale and then installs the tangible personal property on a property in Avon.

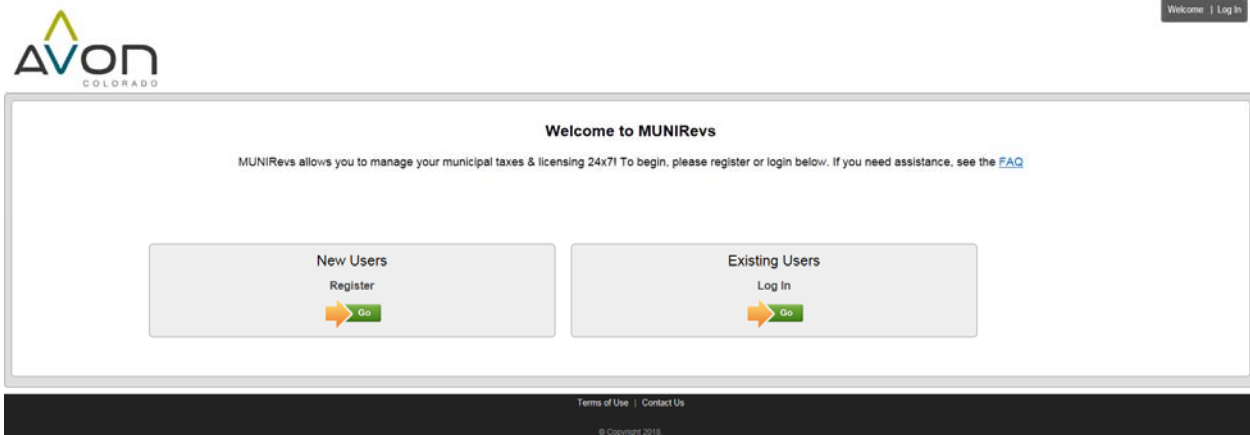
- **Bids and cost estimates for your project should include Avon’s 4% sales tax for both construction materials purchased from merchants in Avon and for those materials which are purchased outside of Avon and delivered to a job site in Avon.**
- **Merchants selling construction building supplies delivered into Avon must have a Town of Avon sales tax license.**

It is important that you, as the Contractor and/or Project Manager, convey this information to all subcontractors and their respective merchants. Avon requires the submittal of an initial list of subcontractors and suppliers on a **Supplier Verification Form** as a condition of issuing a building permit. The **Supplier Verification Form** is used by Avon to promote awareness, compliance, consistency and fairness among all merchants selling and delivering construction materials in Avon. The **Supplier Verification Form** must be updated periodically during your project and must be updated prior to scheduling a final inspection when all subcontractors and suppliers for your project are finally known.

For additional information you may review Avon’s Municipal Code on-line at [www.avon.org](http://www.avon.org). Avon’s electronic Contractor Information Packet can be obtained at [www.avon.org/contractorinfo](http://www.avon.org/contractorinfo) and can be forwarded to your sub-contractors and suppliers. Please contact Jeffrey Williams at [salestax@avon.org](mailto:salestax@avon.org) or via phone at (970) 748-4019 with any questions concerning compliance with Avon’s business licensing, sales tax licensing or sales tax regulations.

Scott Wright,  
Assistant Town Manager and Finance Director

1. Go to <https://avon.munirevs.com/>
2. Choose the green button “GO” under New Users



3. Enter your email address, continue and follow the instructions. You will need to confirm your email. Then you will receive an email from MUNIREvs with further instructions to complete your user profile.

If you need assistance, please contact MUNIREvs support at [support@munirevs.com](mailto:support@munirevs.com) or (888) 751-1911.



To register for MUNIREvs, or register a new email address, please complete these steps:

1. Enter your email address below.
2. Open your inbox to read the email that will be sent to you containing the instructions.
3. Click the link in the email received in Step 2 above.
4. Complete your User Profile.
5. Verify your Business Profile by entering your Six Digit Account Number and Six Digit MUNIREvs Activation Code.

If you are changing your email address, please enter the NEW email address you would like to register below.

**Email Address**

Email Address (Required)



## Supplier Verification Form

Project Name: \_\_\_\_\_  
 Contractor Name: \_\_\_\_\_ Permit # \_\_\_\_\_ Business License # \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supplier/Contractor/Sub-Contractor	Scope of Work	Mailing Address	City	St	Zip Code	Phone Number	E-mail Address	Delivered or Picked up (where)?	Avon Business License #

The Town considers Supplier information to be proprietary information that is not public information and will not release such information to third parties unless pursuant to court order. To the best of my knowledge and belief, the foregoing information is true, correct, and complete. An updated form must be submitted prior to final inspection by the Building Inspector. Submit this form to Jeffrey Williams at [salestax@avon.org](mailto:salestax@avon.org).

Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Finance Department Signature \_\_\_\_\_ Date \_\_\_\_\_