Exempt Organization Certificate

For use by governmental agencies, state level and below

The vendor must collect the tax on a sale of taxable property or services unless the purchaser gives him a properly completed exemption document at time of property or services being rendered.

Vendor	Exempt Organization Making Purchase
Name	Name
Mailing Address	Mailing Address
City, village or post office	City, village or post office
State Zip Code	State Zip Code

I certify that the organization named above hold a valid exempt organization certificate, (issued by state of domicile,)

#_____, and is exempt from state and local sales taxes on its purchases.

THIS CERTIFICATE IS ACCEPTABLE IF PURCHASER HAS ENTERED ALL INFORMATION REQUIRED.

Signature of officer of organization	Title	Date prepared

Exempt Organization Certificate, may be used only when an exempt organization is the direct purchaser and payer of record. Any bill, invoice or receipt given by the vendor must show the above organization as the purchaser. Payments must be from the funds of the exempt organization. The exemption from sate and local sales and use tax does not extend to officers, members or employees of the organization. Personal purchases made by such individuals are subject to sales tax. An organization's exemption does not extend to its subordinates or affiliated units. When making purchases, subordinate units may not use the exemption number assigned to the parent organization. Such misuse may result in the revocation of the exemption granted.

Exempt Organization Certificate, must be given to each vender at the time of the first purchase from the vendor. A separate certificate is not necessary for each subsequent purchase provided the exempt organization's name, address, and certificate number appears on the sales slip or billing invoice. The certification is considered part of each order given to the vendor and remains in force unless revoked.

This form may not be used to make tax-exempt purchases of motor fuel.