

# MINNESOTA • REVENUE Certificate of Exemption

This exemption does not apply to lodging, prepared food (including restaurant and catered food), candy soft drinks, motor vehicles, waste disposal services, airfare, and alcoholic beverages.

ST3

**Purchaser:** Complete this certificate and **give it to the seller.**

**Seller:** If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked, and remains in force as long as the purchaser continues making purchases, or until otherwise cancelled by the purchaser.

Check if this certificate is for a single purchase and enter the related invoice/purchase order # \_\_\_\_\_.

If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make multiple purchases for a specific job. Enter the exempt entity name and specific project:

Exempt entity name \_\_\_\_\_ Project description \_\_\_\_\_

**\*Important Note:** The Regents address below is for tax purposes only. All correspondence should be made directly to the department you are working with.

Name of purchaser

\* Regents of the University of Minnesota

Business address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

\*Tax Management Office, 2221 University Ave SE, Suite 100 Minneapolis MN 55414

Purchaser's tax ID number \_\_\_\_\_ State of issue \_\_\_\_\_

8029894 Minnesota USA

If no tax ID number, enter one of the following: FEIN \_\_\_\_\_ Driver's license number/State issued ID number \_\_\_\_\_ state of issue \_\_\_\_\_ number \_\_\_\_\_

Name of seller from whom you are purchasing, leasing or renting

1. \_\_\_\_\_

Seller's address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

2. \_\_\_\_\_

U of M Department: Please fill in 1 & 2 above to full complete the form.

**Type of business.** Circle the number that describes your business.

- |   |   |
|---|---|
| <p>01 Accommodation and food services</p> <p>02 Agricultural, forestry, fishing, hunting</p> <p>03 Construction</p> <p>04 Finance and insurance</p> <p>05 Information, publishing and communications</p> <p>06 Manufacturing</p> <p>07 Mining</p> <p>08 Real estate</p> <p>09 Rental and leasing</p> <p>10 Retail trade</p> | <p>11 Transportation and warehousing</p> <p>12 Utilities</p> <p>13 Wholesale trade</p> <p>14 Business services</p> <p>15 Professional services</p> <p><b>16 Education and health-care services</b></p> <p>17 Nonprofit organization</p> <p>18 Government</p> <p>19 Not a business (explain) _____</p> <p>20 Other (explain) _____</p> |
|---|---|

**Reason for exemption.** Circle the letter that identifies the reason for the exemption.

- |   |   |
|---|---|
| <p>A Federal government (department) _____</p> <p>B Specific government exemption (from list on back) _____</p> <p>C Tribal government (name) _____</p> <p>D Foreign diplomat # _____</p> <p>E Charitable organization # _____</p> <p><b>F Educational organization # 8029894</b></p> <p>G Religious organization # _____</p> <p>H Resale</p> | <p>I Agricultural production</p> <p>J Industrial production/manufacturing</p> <p>K Direct pay authorization</p> <p>L Multiple points of use (services, digital goods, or computer software delivered electronically)</p> <p>M Direct mail</p> <p>N Other (enter number from back page) _____</p> <p>O Percentage exemption</p> <p><input type="checkbox"/> Advertising (enter percentage) _____ %</p> <p><input type="checkbox"/> Utilities (enter percentage) _____ %</p> <p><input type="checkbox"/> Electricity (enter percentage) _____ %</p> |
|---|---|

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of authorized purchaser \_\_\_\_\_ Print name here Kelly D. Farmer Title University Tax Director Date 01/06/2014