

UNIVERSITY OF MINNESOTA

Twin Cities Campus

University Tax Management Office

2221 University Ave SE
Suite 100, Campus Code 2715
Minneapolis, MN 55414

Office: 612-624-1053

Fax: 612-626-1886

Web: <http://tax.umn.edu>

Email: TaxHelp@umn.edu

Attn: University of Minnesota Departments

Re: Exempt purchases in Illinois

Please read the following instructions and explanations **carefully**:

In order to claim an exemption in Illinois, the letter issued from the Illinois Department of Revenue stating our Exemption Identification Number (as attached) **must be presented** to the seller.

In addition, payment for the item or service **must be** made using the University Procurement Card (PCard) or a University Check. If payment is made using a personal credit card or check, you will have to pay sales tax on the item, even if later you will be reimbursed by the University.

Illinois **excludes** the Hotel Operator's occupation Tax from our exempt status, so the University must pay tax on lodging.

If you have any questions or concerns regarding Illinois sales tax exemptions, please feel free to reach us at 612-624-1053 or email us at TaxHelp@umn.edu.

Sincerely,

University Tax Management Office



Illinois Department of Revenue

Office of Local Government Services
Sales Tax Exemption Section, 3-520
101 W. Jefferson Street
Springfield, IL 62702
217 782-8881

January 2, 2015

UNIVERSITY OF MINNESOTA
HEATHER BRONEAK
2221 UNIVERSITY AVE SE STE 111
MINNEAPOLIS MN 55414

Effective January 1, 2015, we have renewed your governmental exemption from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax, as required by Illinois law.

We have issued the following new tax exemption identification number:

E9935-2931-03
to
UNIVERSITY OF MINNESOTA
of
MINNEAPOLIS, MN

The terms and conditions governing use of your exemption number remain unchanged.

Office of Local Government Services
Illinois Department of Revenue