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
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