

**Attn: University of Minnesota Departments**

**Re: Exempt purchases in Ohio**

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

In order to claim an exemption in Ohio, a **completed** Ohio Sales and Use Tax Blanket Exemption Certificate, as attached, must be presented to the sellers. Please fill in the vendor's information to fully complete the form.

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.

Ohio **does not exclude** items from our exempt status, so if you follow all the instructions above, sales tax on all your purchases should be exempt in Ohio.

Local Hotel/Motel Excise Taxes are not included in this exemption. If you will be staying at a hotel/motel within Columbus, contact the Tax Management Office for information on a Hotel/Motel Excise Tax exemption.

If you have any questions or concerns regarding Ohio sales tax exemptions, please feel free to reach us at 612-624-1053 or email at [TaxHelp@umn.edu](mailto:TaxHelp@umn.edu).

Sincerely,

The University Tax Management Office