Attn: University of Minnesota Departments

Re: Exempt purchases in Tennessee

Please read the following instructions and explanations carefully:

Effective July 1, 2019, the attached State of Tennessee Department of Revenue Certificate of Exemption must be presented to sellers in Tennessee to claim exempt status for sales tax on purchases. Fill in the seller’s name and address on the attached form before presenting it to the seller. All exempt purchases must be used by the University of Minnesota.

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

Tennessee 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 Tennessee.

If you have any questions or concerns regarding Tennessee sales tax exemptions, please feel free to reach us at 612-624-1053 or email us at taxhelp@umn.edu.
Exempt Organizations or Institutions
Sales and Use Tax Certificate of Exemption

This organization or institution qualifies for the authority to make sales and use tax exempt purchases of goods and services that it will use, consume or give away.

This authorization for exemption is limited to sales made directly to the referenced organization. This exemption certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the organization, and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the organization.

This exemption certificate may not be used to make purchases without the payment of sales and use tax for other locations and may not be transferred to or used by any other person.

Seller's Name

_ Kelly Farmer _

Seller's Address (City & State)

_ Kelly Farmer _

Print Name of Authorized Representative

Signature of Authorized Representative

Date

The supplier must maintain a copy of this document as evidence of the sales tax exemption.