

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 Tennessee

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

In order to claim an exemption in Tennessee a **completed** Certificate of Exemption must be presented to the sellers. Due to unique language on the Certificate of Exemption we require that you contact our office to obtain the certificate. Please contact us with your supplier's information ready so we can complete the certificate for you.

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.

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 want to obtain a Tennessee sales tax exemption certificate or 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.

Sincerely,

The University Tax Management Office