



# Sales Tax Exemption Certificate

## Multi - Jurisdiction

Customer # \_\_\_\_\_

Seller Name			
Address			
City		State	ZIP
<b>I Certify That</b>			
Name of Firm (Buyer)			
Address			
City		State	ZIP
<b>Qualifies As (Check each applicable item)</b>			
<input type="checkbox"/> Wholesaler	<input type="checkbox"/> Retailer	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Charitable or Religious
<input type="checkbox"/> Political Subdivision or Governmental Agency		<input type="checkbox"/> Other (Specify)	
If Other, specify here			
<b>1)</b> and is registered with the below listed states and cities within which your firm would deliver purchases to us which are for resale or leased by us in the normal course of business which is: _____ or			
<b>2)</b> that such purchases are exempt from payment of sales or use tax in such states and cities because our buyer is:			
<input type="checkbox"/> Political Subdivision or Governmental Agency	<input type="checkbox"/> Charitable or Religious	<input type="checkbox"/> Otherwise Exempt By Statute (Specify)	
If Otherwise Exempt By Statute, specify here			
City or State	State Registration or ID Number	City or State	State Registration or ID Number
City or State	State Registration or ID Number	City or State	State Registration or ID Number
City or State	State Registration or ID Number	City or State	State Registration or ID Number
<b>If the list of states and cities is more than six(6), attach a list to this certificate.</b> I further certify that if any property so purchased tax free is used or consumed by the firm as to make it subject to a Sale or Use Tax we will pay the tax due direct to proper taxing authority when state law so provides or inform the seller for added tax billing. This certificate shall be part of each order which we may hereafter give to you, unless otherwise specified, and shall be called until canceled by us in writing or revoked by the city or state.			
General Description of products to be purchased from seller			
Under penalties of perjury, I swear or affirm that the information on this form is true and correct as to every material matter.			
Authorized Signature ( <i>owner, Partner or Corporate Officer</i> )		Title	Date



## Standard Colorado Affidavit of Exempt Sale

This form is required by the State of Colorado for any transaction on which an exemption from state tax is claimed for charitable and government entities. The seller is required to maintain a completed form for each tax-exempt sale.

**Furnish this form to the seller. Do not return this form to the State of Colorado.**

Purchase Details			
<input type="checkbox"/> <b>Purchase for resale - or -</b> <input type="checkbox"/> <b>Purchase for wholesale</b> (see instructions) State license number (not FEIN number): _____ Issuing state _____ Expiration _____ (Attach a copy of state license) <input type="checkbox"/> I affirm items purchased are for resale/wholesale in the ordinary course of business. Initial _____			
<input type="checkbox"/> <b>Purchase by religious or charitable organization (exemptions may vary by jurisdiction)</b> State tax-exempt number (not FEIN number): _____ (Attach a copy of state exemption certificate) <b>Payment information (required to meet one of the following):</b> <input type="checkbox"/> Paid by cash and accompanied by a purchase order from the organization <input type="checkbox"/> Paid by check drawn on funds of the exempt organization <input type="checkbox"/> Paid by purchasing card bearing information of the exempt organization The embossed name of the card is: _____ <input type="checkbox"/> Paid by commercial card not a personal credit card - card's last four digits: _____			
<input type="checkbox"/> <b>Purchase by federal, state, or local government</b> <b>Credit card number (first six and last four only):</b> _____ - _____ <b>xx-xxxx-</b> _____ <b>Federal government (payment information - required to meet one of the following):</b> <input type="checkbox"/> GSA SmartPay2 card – fleet card with picture of a road and flag <input type="checkbox"/> GSA SmartPay2 card – purchase card with picture of a keyboard and flag <input type="checkbox"/> GSA SmartPay2 card – travel card with picture of an airplane and flag <input type="checkbox"/> GSA SmartPay2 card – integrated card with picture of an eagle and flag <input type="checkbox"/> Dept of Interior agency issued card – agency name _____ <b>State and local government (payment information - required to meet one of the following):</b> <input type="checkbox"/> Paid by check issued by and drawn on funds from the government agency <input type="checkbox"/> Paid by government purchase card as designated on the card State tax-exempt number printed on the card (Colorado only): _____ <input type="checkbox"/> Check if the card states “for official state use only” or “tax exempt”			
<input type="checkbox"/> <b>Purchase by foreign and diplomatic exemptions (required to meet the following):</b> <input type="checkbox"/> Purchaser presents a state department issued card with the name/photo of the bearer on the card. If presented with this card, documentation of form of payment is not required (excluding mission card).			
Purchaser Information			
Legal Name of Company/Organization/Agency Name		Purchaser Name (Printed)	
Address		City	State    Zip + 4
Phone	State/Driver License #	Description of Normal Course of Business	
Under penalty of perjury, I swear or affirm that the information on this form is true and correct as to every material matter. I affirm that the items purchased tax-exempt will be used for official business of the above-named organization or agency. I accept that I remain directly liable for the taxes and any applicable penalty or interest if my purchase is found to not qualify for the exemption or if the information asserted in this form is deemed fraudulent.			
Signature			Date
Seller Verification			
Seller Name	Location #	Date	Transaction ID
Employee ID# / Initials			Exempted Amount of Purchase
Description of Items Purchased or Attach Duplicate Receipt/Invoice			Exempted Amount of Purchase