

**Certificate of Exemption****Purchaser:** Complete this certificate and **give it to the seller.****Seller:** If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked, and remains in force as long as the purchaser continues making purchases, or until otherwise cancelled by the purchaser.

- ☐ Check if this certificate is for a single purchase and enter the related invoice/purchase order # \_\_\_\_\_
- ☐ If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make multiple purchases for a specific job. Enter the exempt entity name and specific project:
- Exempt entity name University of Toledo Project description \_\_\_\_\_

Type or print

Name of purchaser

University of Toledo

Business address

2801 W. Bancroft St.

City

Toledo

State

OH

Zip code

43606

Purchaser's tax ID number

State of issue

If no tax ID number,  
enter one of the following:FEIN  
34-6401483Driver's license number/State issued ID number  
state of issue \_\_\_\_\_ number \_\_\_\_\_

Name of seller from whom you are purchasing, leasing or renting

Seller's address

City

State

Zip code

Type of business

**Type of business.** Circle the number that describes your business.

- 01 Accommodation and food services  
02 Agricultural, forestry, fishing, hunting  
03 Construction  
04 Finance and insurance  
05 Information, publishing and communications  
06 Manufacturing  
07 Mining  
08 Real estate  
09 Rental and leasing  
10 Retail trade

- 11 Transportation and warehousing  
12 Utilities  
13 Wholesale trade  
14 Business services  
15 Professional services  
16 Education and health-care services  
17 Nonprofit organization  
18 Government  
19 Not a business (explain) \_\_\_\_\_  
20 Other (explain) \_\_\_\_\_

Reason for exemption

**Reason for exemption.** Circle the letter that identifies the reason for the exemption.

- A Federal government (department) \_\_\_\_\_  
B Specific government exemption (from list on back) \_\_\_\_\_  
C Tribal government (name) \_\_\_\_\_  
D Foreign diplomat # \_\_\_\_\_  
E Charitable organization # \_\_\_\_\_  
F Educational organization # n/a  
G Religious organization # \_\_\_\_\_  
H Resale

- I Agricultural production  
J Industrial production/manufacturing  
K Direct pay authorization  
L Multiple points of use (services, digital goods, or computer software delivered electronically)  
M Direct mail  
N Other (enter number from back page) \_\_\_\_\_  
O Percentage exemption  
☐ Advertising (enter percentage) \_\_\_\_\_ %  
☐ Utilities (enter percentage) \_\_\_\_\_ %  
☐ Electricity (enter percentage) \_\_\_\_\_ %

Sign here

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of authorized purchaser

Print name here

Title

Date

BEVAN C. DADEYAVP FINANCE6/3/15