

Streamlined Sales and Use Tax Agreement Exemption Certificate Instructions

Use this form to claim exemption from sales tax on purchases of taxable items. The purchaser must complete all fields on the exemption certificate and provide the fully completed certificate to the seller in order to claim exemption.

Purchaser Warning: You are responsible for ensuring that you are entitled to the exemption you are claiming. You will be held liable for any tax and interest, as well as penalties imposed by the member state, if you are not eligible to claim this exemption.

Seller: You are required to keep a copy of this exemption certificate in your files and provide information on purchaser to participating states of the Streamlined Sales and Use Tax Agreement. You are relieved of the responsibility for collecting and remitting sales tax on the sale or sales described on the exemption certificate, provided all of the following conditions are met:

1. for over-the-counter sales and sales sourced within the seller's state, the state allows the exemption claimed;
2. all fields on the exemption certificate are completed by the purchaser;
3. the fully completed exemption certificate is provided to you at the time of the sale; and
4. you do not fraudulently fail to collect the tax due or solicit customers to unlawfully claim an exemption.

Instructions for Completing the Certificate of Exemption

Enter the two-letter postal abbreviation "NC" in the boxes provided if you are claiming an exemption from sales or use tax imposed by the State of North Carolina. Other states may allow the use of this certificate, and the appropriate state abbreviation should be entered.

Check whether this is a single purchase certificate or a blanket certificate. If this certificate is for a single transaction, check the single purchase box and include the invoice or purchase order number for the transaction. If you make recurring purchases from this same seller, you may check the "blanket certificate" box so that you do not need to provide an exemption certificate for future purchases. If the blanket certificate box is checked, the certificate continues in force until canceled by the purchaser.

Complete the business and seller information section. An identification number for you or your business must be included. For North Carolina transactions, the identification number will be the sales and use tax registration number (Business Class and Account ID) or the sales and use tax exemption number issued to you or your business by the North Carolina Department of Revenue. If you or your business is not required to provide a registration number or an exemption number, enter the Federal Employers Identification Number (FEIN) issued to your business, or if no FEIN number is required, enter your personal driver's license number and the state it is issued by. Foreign diplomats and consular personnel must enter the individual tax identification number shown on the sales tax exemption card issued to you by the United States Department of State's Office of Foreign Missions.

Type of Business – Check the number that best describes your business or organization. If none of the categories applies, check number 20 and provide a brief description.

Reason for Exemption – The exemptions listed are general exemptions most commonly allowed by member states. However, each state's laws governing exemptions are different. Not all of the reasons listed may be valid exemptions in the state in which you are claiming exemption. In addition, each state has other exemptions that are not listed on this form. To determine what sales and use tax exemptions are allowed in a particular state, refer to the state's web site or other information available relating to their exemptions.

Check the exemption that applies to your business and enter the additional information requested for that exemption. If an exemption that is not listed applies, check "M Other" and enter an explanation. For information on exemption certificate procedures and exemption number requirements in North Carolina, see Sales and Use Tax Directive SD-04-01 which can be found on the Department's website at www.dor.state.nc.us.