

# 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 \_\_\_\_\_ Project description \_\_\_\_\_

Please print	Name of purchaser <b>Carleton College</b>			
	Business address <b>One North College Street</b>		City <b>Northfield</b>	State <b>MN</b>
			Zip code <b>55057</b>	
	Purchaser's tax ID number <b>20389</b>		State of issue <b>MN</b>	Country of issue <b>USA</b>
	If no tax ID number, enter one of the following:	FEIN	Driver'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

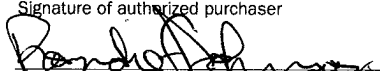
**Type of business.** Circle the number that describes your business.

01 Accommodation and food services	11 Transportation and warehousing
02 Agricultural, forestry, fishing, hunting	12 Utilities
03 Construction	13 Wholesale trade
04 Finance and insurance	14 Business services
05 Information, publishing and communications	15 Professional services
06 Manufacturing	<b>16 Education and health-care services</b>
07 Mining	17 Nonprofit organization
08 Real estate	18 Government
09 Rental and leasing	19 Not a business (explain) _____
10 Retail trade	20 Other (explain) _____

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

A Federal government (department) _____	I Industrial production/manufacturing
B Specific government exemption (from list on back) _____	J Direct pay permit # _____
C Tribal government (name) _____	K <b>MPI exemption is no longer valid, repealed March 8, 2008</b> (use only for goods, or electronically)
D Foreign diplomat # _____	L Direct mail
E Charitable organization # _____	M Other (enter number from back page) _____
<b>F Religious or educational organization # 41-0694747</b>	N Percentage exemption
G Resale	<input type="checkbox"/> Advertising (enter percentage) _____ %
H Agricultural production	<input type="checkbox"/> Utilities (enter percentage) _____ %

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.)

Sign here	Signature of authorized purchaser	Print name here	Title	Date
		Randie F. Johnson	Purchasing Mgr	11/30/09