

Attention: GW Departments

Re: Sales Tax Exempt Purchases in Illinois

Please read the following instructions and explanations carefully:

In order to claim an exemption from sales tax on purchases in IL, a copy of the sales tax exemption certificate, as attached below, must be presented to the vendor at the time of purchase.

In addition, payment for the item and/or services must be made using university funds (ex. GW check or GW p-card). If payment is made using a personal credit card or check, you will have to pay sales tax on the item and/or services, even if later you will be reimbursed by the university.

The IL exemption letter applies to sales of any kind for purposes of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax.

Note that GW sales tax exemptions cannot be used for personal purchases.

If you have any questions or concerns regarding IL sales tax exemption, please feel free to reach us at 571-553-8313 or email at [tax@gwu.edu](mailto:tax@gwu.edu).

Sincerely,

GW Tax Department

**Verify that all of your Illinois Sales Tax Exemption Certificate information is correct**

- ✓ **If not**, contact us immediately.
- ✓ **Do not discard** - your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

OFFICIAL DOCUMENT State of Illinois - Department of Revenue OFFICIAL DOCUMENT

## Illinois Sales Tax Exemption Certificate



GEORGE WASHINGTON UNIVERSITY

1918 F ST NW STE 5  
WASHINGTON DC 20052-3202

### Sales Tax Exemption Certificate

<b>Issue date:</b> 08/03/2020	<b>Sales Tax Exemption</b>	<b>E99460246</b>
<b>Expiration date:</b> 09/01/2025	<b>Organization type:</b>	<b>Educational</b>

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

 **ILLINOIS REVENUE**  
*[Signature]*  
Director

OFFICIAL DOCUMENT - DO NOT DESTROY