

Attention: GW Departments

Re: Sales Tax Exempt Purchases in Ohio

Please read the following instructions and explanations carefully:

In order to claim an exemption from sales tax on purchases in OH, a copy of the Sales and Use Tax Blanket Exemption Certificate, as attached below, must be presented to the vendor at the time of purchase. Please fill in the seller's information and then submit to the Tax Department with a description of the purchase. We will coordinate officer signature.

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.

OH does not exclude items from our exempt status, so if you follow the instructions above, sales tax on all your purchases should be exempt in OH.

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

If you have any questions or concerns regarding OH 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



## Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

\_\_\_\_\_  
(Vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Pursuant to Ohio Rev. Code Sec. 5739.02(8)(12), the George Washington University is exempt as an organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

***Purchaser must state a valid reason for claiming exception or exemption.***

The George Washington University

\_\_\_\_\_  
Purchaser's name

Higher Education

\_\_\_\_\_  
Purchaser's type of business

c/o Tax Department, 44983 Knoll Square, Suite 203

\_\_\_\_\_  
Street address

Ashburn, VA -20147

\_\_\_\_\_  
City, state, ZIP code

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code. This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.