Attention: GW Departments

Re: Sales Tax Exempt Purchases in the District of Columbia

Please read the following instructions and explanations carefully:

In order to claim an exemption from sales tax on purchases in DC, a copy of the Certificate of Exemption, 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.

DC does not exclude many items from our exempt status, so if you follow the instructions above, sales tax on most of your purchases should be exempt in DC. Most meals at restaurants are subject to sales tax.

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

If you have any questions or concerns regarding DC sales tax exemption, please feel free to reach us at 571-553-8313 or email at tax@gwu.edu.

Sincerely,

GW Tax Department
GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF TAX AND REVENUE

CERTIFICATE OF EXEMPTION
ISSUED PURSUANT TO DISTRICT OF COLUMBIA SALES AND USE TAX ACTS

THIS CERTIFIES THAT

THE GEORGE WASHINGTON UNIVERSITY
ROME HALL 100 ATT‘N: TAX DEPARTMENT
801 22ND STREET NW
WASHINGTON, DC 20036

Is entitled to exemption from the District of Columbia Sales and Use Tax under authority of the District of Columbia Sales and Use Tax Acts.

EFFECTIVE DATE: 02-08-83

DATE ISSUED | CERTIFICATE NUMBER
-------------|---------------------
05-22-07     | 350000003301

THIS CERTIFICATE IS NONTRANSFERABLE

SHERYL HOBBS NEWMAN
DEPUTY CHIEF FINANCIAL OFFICER

THIS CERTIFICATE MUST BE POSTED IN A CONSPICUOUS PLACE