Attention: GW Departments

Re: Sales Tax Exempt Purchases in Maryland

Please read the following instructions and explanations carefully:

In order to claim an exemption from sales tax on purchases in MD, a copy of the Sales and Use 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.

When using the MD Sales and Use Tax Exemption Certificate, keep in mind that GW is still liable for other state and local taxes, such as local hotel taxes.

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

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

Sincerely,

GW Tax Department
Notice to exempt organizations holding previously-issued exemption certificates

The Maryland Revenue Administration Division is re-issuing sales tax exemption certificates to all organizations that continue to qualify. Your organization’s new certificate is attached and is valid effective immediately. Previously issued exemption certificates become invalid on October 1, 2017. Vendors are required to charge tax on sales made on or after October 1, 2017, to any organization which does not present a new certificate at the time of sale.

If your organization deals regularly with certain vendors, we suggest that you contact them before October 1, 2017, so they can verify that your organization has been issued a new certificate.

The re-issuance of these certificates does not change current procedures for claiming resale exclusions by exempt organizations engaged in purchasing tangible personal property for sale. The sales and use tax registration numbers of licensed vendors have not been changed and the validity of blanket resale certificates bearing these numbers is unaffected.

Please note that only one certificate will be provided to organizations with more than one location.

Comptroller of Maryland
Revenue Administration Division
P.O. Box 2998-SUTEC
Annapolis, Maryland 21404-2998

The attached card is your organization’s new exemption certificate which is valid upon receipt and effective until the expiration date designated on its face. Please read Tax Tip #6 at www.marylandtaxes.com and the instructions on the back of the card for the proper use of the exemption certificate. If you have any questions regarding the use of this card, please call the Taxpayer Service Section at (410) 260-7980, toll free 1-800-638-2937, or e-mail at taxhelp@comp.state.md.us.

Comptroller of Maryland
Sales and Use Tax Exemption Certificate
Account Number 31003198
Expiration Date 09/30/2022

Name
GEORGE WASHINGTON UNIVERSITY
45155 RESEARCH PL, STE 110
ASHBURN, VA 20147-4191

PLEASE LAMINATE THIS CARD TO EXTEND ITS LIFE

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