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Tax Talk: Sales Tax Exemption Documentation [1]

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Did you know ... The University of Colorado is exempt by law from all Colorado State and local government sales and use taxes when purchasing goods or services in the conduct of official University business. This means that a purchase should be tax exempt if all of the following apply:

- Your organizational unit is purchasing the item for use by the University
- The shipping destination is Colorado (the supplier may be located in Colorado or out of state)
- The purchase is made using a University Purchase Order, University Procurement Card, or University Travel Card, and is paid by the University directly to the seller.

If a vendor asks you to provide documentation of the University's tax-exempt status ... Refer them to the OUC's Tax-Exempt Information [2] website for detailed information, including a variety of relevant certificates.

Most often, we see vendors requesting two key documents:

- **State of Colorado Sales Tax Exemption Certificate** - You'll find a link to this in the right-hand sidebar on the Tax-Exempt Information page. You can access it directly at www.cu.edu/controller/policies/state-colorado [3].
- **Declaration of Wholesale or Entity Sales Tax Exemption (also known as the DR5002)** - You'll also find this document in the Tax-Exempt Information sidebar. You can download it directly at www.cu.edu/controller/policies/declaration-wholesale-or-entity-sales-tax-exemption [4]

By the way ... We are also tax exempt in New York and Texas! You'll see those tax-exemption documents in the same sidebar as noted above. University purchases made in these states (or with shipping destinations to these states) should also be exempt from sales tax.

Questions? Reach out to the OUC's FInancial Services & Solutions help team at FSS@cu.edu [5]. Or fill out the Feedback/Questions form at the bottom of the Tax-Exempt Information [2] website.

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[5] mailto:FSS@cu.edu