SALES TAX EXEMPTION INSTRUCTIONS – DISTRICT OF COLUMBIA (DC)

Princeton University is recognized as a non-profit, educational 501(c)(3) institution (EIN 21-0634501), and as such is exempt from sales and use tax on most purchases. These taxes are a substantial expense for the University and all efforts should be made to avoid incurring sales tax when we are exempted from paying by nature of our tax status. To qualify, most states require completion of a sales tax exemption form which is presented to the seller at the time of sale.

Important notes for all sales and use tax exemptions:

- **Do not use this exemption for purchases intended for personal use or made with personal funds. The exemption is only valid for purchases of goods/services on behalf of the University.**
- **Purchases must be via a University issued Purchase Order or Credit Card in order to qualify for a sales tax exemption. Purchases made with personal funds, even if subsequently reimbursed by the University, are not exempt from sales tax.**
- **Even if you have already received an invoice or bill from the seller that includes sales tax, it is not too late to receive an exemption. Most sellers will reissue an invoice without sales tax if you provide them with a completed exemption form and request a revised invoice.**

Overview

The District of Columbia (DC) recognizes the University’s tax exempt status on the purchase of most goods and services received/used in the state. To request an exemption from sales and use taxes, provide the attached Consumer’s Certificate of Exemption to the seller at the time of sale or as soon as reasonably possible.

Our sales tax exemption certificate # is 8040-13938-06

Our sales tax exemption certificate **does not expire.**

Notable Exclusions

None noted.

Additional Notes:

The laws of each state vary greatly. More information on the District of Columbia (DC) and local sales and use tax can be found [here](#).

If you have any questions regarding sales and use tax exemptions, please contact Princeton’s Financial Service Center at (609) 258-3080 or finance@princeton.edu.