



Certificate Of Sales Tax Exemption for Diplomatic Missions And Personnel

Single Purchase Certificate

Type or print

Name of cardholder	Tax exemption number
Mission of	Date of expiration
Name of vendor	Total amount of purchase \$

I hereby certify that I have been issued a mission tax exemption or personal tax exemption card authorized by the United States Department of State or the American Institute in Taiwan. I am authorized to make purchases exempt from state and local sales and use taxes subject to any restriction(s) listed on the card.

I have been issued the following exemption card (mark an X in the appropriate box):

Buffalo image card — exempt from sales tax on **official** mission purchases, except for the following restrictions (List the restrictions that appear on the bottom of your card.): _____

Owl image card — exempt from sales tax on **all official** mission purchases

Deer image card — exempt from sales tax on **personal** purchases, except for the following restrictions (List the restrictions that appear on the bottom of your card.): _____

Eagle image card — exempt from sales tax on **all personal** purchases

American Institute in Taiwan (AIT) card

This form may not be used to make purchases of motor fuel or diesel motor fuel exempt from tax other than non-highway diesel motor fuel.

Signature	Date of purchase
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Note: This form must be signed in the presence of the vendor.

Instructions

Note: Exemption cards containing colored stripes have been replaced by cards containing animal images. Vendors may no longer accept cards containing colored stripes.

Diplomatic missions and personnel

Enter the information exactly as it appears on the mission or personal tax exemption card authorized by the U.S. Department of State or American Institute in Taiwan. Also, enter the vendor's name and amount of purchase.

Next, mark an **X** in the appropriate box indicating the animal image and exemption limitations shown on your card. If you marked the buffalo or deer image card box, enter the limitations shown on the card in the space provided above.

Sign and date this certificate and the purchase invoice in the presence of the vendor at the time of purchase. Present your exemption card for verification.

For all transactions other than purchases of utilities, give the vendor a separate exemption certificate each time you make a purchase (including the purchase of non-highway diesel motor fuel). For purchases of utilities, give only one certificate to each utility vendor.

You may not use a mission tax exemption card (buffalo or owl image) to make personal purchases exempt from tax.

Vendor

If you provide utility services, you need only one exemption certificate from the purchaser to cover all sales to that person. For

other transactions, including sales of non-highway diesel motor fuel, get a separate single purchase certificate for each sale.

Record the date and the name, address, and tax exempt number of the purchaser on the purchase invoice. Have the purchaser sign and date the certificate and invoice at the time of sale.

Verify the accuracy of the information on the certificate. Accept the certificate only if:

- the certificate is complete and accurate,
- the amount of purchase (in total) exceeds the minimum level shown,*
- the exemption card has not expired,
- the purchaser is the person in the picture (for eagle, deer, or AIT cards), and
- the purchaser is also the payer of record.**

* Minimum levels do not apply to purchases of utilities covered under Tax Law section 1105(b).

** The purchaser cannot use cash or a personal credit card or check when making purchases for a mission.

You must retain each certificate for at least three years after the due date of the return to which it relates, or the date the return is filed, if later, and maintain a method of associating the certificate on file with the sale made.

Substantial civil or criminal penalties, or both, will result from misuse of this form.