

**The Ohio State University**  
**Sales and Use Tax Blanket Exemption Certificate**  
**Instructions Page for Fillable PDF Form**

**By printing this certificate and providing to vendors, the purchaser certifies both of the following:**

- 1) The purchase is being made on behalf of the university, for use in university business**
- 2) The purchase will be made using a university procurement method (not personal funds that will later be reimbursed)**

**Please follow the instructions below prior to sending the Sales and Use Tax Blanket Exemption Certificate to any vendors.**

- 1. Enter the Vendor's name**
- 2. Print the Sales and Use Tax Blanket Exemption Certificate to PDF**

**The Sales and Use Tax Blanket Exemption Certificate should only be provided to the vendor after completing the above steps and ensuring the certificate has been printed to PDF so that it is no longer a fillable PDF form.**

## Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

\_\_\_\_\_  
(Vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

***Purchaser must state a valid reason for claiming exception or exemption.***

\_\_\_\_\_  
Purchaser's name

\_\_\_\_\_  
Purchaser's type of business

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City, state, ZIP code

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Vendor's license number, if applicable

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code. This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.