

Maine – Exempt Organization Affidavit

SELLER

BUYER

[Empty box for Seller information]

[Empty box for Buyer information]

Important – To satisfy sales tax exemption requirements, please send the following forms back to us:

1. This cover page AND
2. A copy of your State of Maine Permanent Certificate. Please remember to complete the bottom portion of this form with your signature and date. An example of this form is provided.

If sending more than one document, send separately using the same order as described above.

Documents can be returned to us by mail using the address listed above or you may email or fax the forms back to us at:

Fax Number is: _____

Email Address is: _____

Sample Exemption Document


 Maine Revenue Services
 Augusta, Maine
PERMANENT EXEMPTION CERTIFICATE
 This Exemption Certificate
 is issued under the provisions of Title 36, Part 3 MRSA

Exempt org. name here _____ Registration Number: Exemptnumber _____
 Address info _____ Date Effective: April 28, 1995
 City, state, zip _____ Date Issued: December 18, 2009

 TUNG EXEMPTION DIRECTOR

Form ST-2
Tax ID number _____

This certifies that the organization named above is a nonprofit youth organization whose primary purpose is to provide athletic instruction in a nonresidential setting. It is therefore entitled to purchase tangible personal property or taxable services that will be used exclusively by the organization for the purposes for which it is organized without payment of the Maine sales or use tax.

Note to the Organization: This certificate is not to be used in activities that are mainly commercial enterprises including, but not limited to, purchases of items which will be resold by the organization. A copy of this certificate with the certification completed below, must be provided to your vendors in order to purchase goods exempt from tax. It is only necessary to provide one copy to the vendor. Subsequent purchases should indicate that the purchase is exempt from tax. In order to be exempt, the sale must be billed directly to and paid for directly by the organization named on the exemption certificate. This certificate cannot be used for purchases when payments are made with cash, personal checks, or personal credit cards.

Note to the Vendor: This certificate must be taken in good faith from the taxpayer named above. Your good faith may be questioned if you have knowledge of facts which give rise to a reasonable inference that the purchaser is not the holder of the exemption certificate or that the merchandise is not to be used exclusively by the organization. This certificate is valid only if the following certification is completed.

PERMANENT EXEMPTION CERTIFICATE

I HEREBY CERTIFY: That the above exemption certificate is valid, that the tangible personal property described herein which I shall purchase from _____ will be used exclusively by the organization named above for purposes for which it is organized.

Description of property to be purchased: _____

Authorized Signature

Note: The State of Maine issues a Permanent Exemption Certificate to organizations who qualify. This certificate cannot be used for purchases when payments are made with cash, personal checks, or personal credit cards.

Purchaser's Signature

Date

Purchaser's Name

Title