



**EXEMPTION CERTIFICATE FOR GOVERNMENT AND QUALIFYING SCHOOL LODGING ACCOMMODATIONS**

NORTH DAKOTA OFFICE OF STATE TAX COMMISSIONER

SFN 21937 (11-2011)

A charge for hotel and motel accommodations or meals to **an employee on official government or qualifying school business is subject to sales tax if the employee pays by personal check, pays by personal credit card or pays with a government or school credit card but is individually billed.** An individually billed charge is billed and paid by the employee and then reimbursed by the government or qualifying school.

A charge for hotel and motel accommodations or meals to an employee on official government or qualifying school business is exempt from North Dakota sales tax if the purchase is made by credit card and regarded as centrally billed charges. A centrally billed charge is billed directly to and paid directly by the government or the qualifying school. See the reverse side of this form for a link to centrally billed credit card numbers for government purchases.

**I Hereby Certify** that I am an employee on official government or qualifying school business in the state of North Dakota and that the purchase identified below is paid directly by the government agency or school I represent and does not represent individually billed charges. I understand that falsification of this form to evade payment may constitute a class A misdemeanor.

**Note to Retailer:** A qualifying school is sales/use tax exempt by North Dakota state law and has an exemption number issued by the Office of State Tax Commissioner. This form can be used for single or multiple purchases. Request a form of identification and insure the Certificate of Exemption is completed legibly.

Date of Purchase	Invoice No.	Print Name, Address, City Zip Code of Purchaser	Print Name of Government Agency or Qualifying School, Credit Card Carrier and Credit Card No.	Signature of Purchaser
		_____ _____	_____ _____	
		_____ _____	_____ _____	
		_____ _____	_____ _____	
		_____ _____	_____ _____	
		_____ _____	_____ _____	

**Retailer** - Please retain in your files to support exempt sales made to a government or qualifying school employee or entity. Additional copies of this form can be obtained by contacting the Office of State Tax Commissioner or on our web site at [www.nd.gov/tax](http://www.nd.gov/tax).

Retailer: \_\_\_\_\_

North Dakota Sales/Use Tax Permit: \_\_\_\_\_

## GENERAL INFORMATION

The Government entities (federal, state and local) may utilize a credit card program that allows government agencies an opportunity to enter into agreements for credit cards that will enable the purchase of goods and services by their employees. In many cases, the credit card is centrally billed. This means that the charge is billed directly to the government entity and paid directly by them. A centrally billed credit card purchase is not subject to North Dakota sales tax. However, a situation where the government credit card is used for travel purposes may result in the charge being centrally billed or individually billed. An individually billed charge is billed to and paid by the government employee, and then reimbursed by the government entity. An individually billed charge is not exempt from North Dakota sales tax.

**In the event the government employee is not sure of the billing type, centrally billed or individually billed, the employee should contact their agency for clarification before declaring this purchase or service to be exempt from tax. The Federal Government has, in some instances, made available information that enables the employee to determine the billing type; i.e., GSA SmartPay Program - “internet address” <http://www.smartpay.gsa.gov/businesses-vendors/tax-information/overview>.**

School employees may make purchases and use multiple forms of payment. A school may issue a check directly to the vendor or have the charges billed to the school. Charges paid by the school employee and reimbursed by the school are taxable even though the charges are incurred for school purposes.

Questions about North Dakota sales tax or questions regarding the Certificate of Exemption may be directed to the Sales Tax Compliance Section, North Dakota Office of State Tax Commissioner, 600 E. Boulevard. Ave., Dept. 127, Bismarck, ND 58505-0599 or calling 701.328.1246.