

How to Use Tax Exemption Certificates

Exemption Certificates for each state can be found [here](#). In order to use the certificate, write in the company information and the date. Each location is different on how they process the certificates. If possible, contact the store's customer service desk prior to making a purchase to see what the process is for their store.

Below is a list of stores commonly shopped at and some brief instructions on how to present the exemption certificate:

Amazon – Please create an [Amazon Business account](#) and follow the instructions found [here](#). If you have already made a purchase that should have been exempt, you will need to follow [these instructions](#).

Walmart - Go to the customer service desk with the tax exempt certificate. The person at the customer service desk should give you a grey card that you can use at Walmart for college purchases. You will need present the grey card to the cashier prior to making a purchase.

Hobby Lobby – Present the cashier with a Hobby Lobby tax exempt card prior to making the purchase. If you need to borrow one, please contact Ashley Creekmore.

Lowes- Notify the cashier prior to purchase that it is for Berea College and is tax exempt. If they ask for a phone number, request that they look up the account under Berea College. They should not need a phone number.

Costco & Sam's Club- Before a purchase, please go to the customer service desk. They will be able to provide you with instructions for tax exemption. If you find that it is not possible to process the order as exempt with your current membership after speaking with customer service, please notate it in the description on your purchase.

Hotels – At check-in, present the exemption certificate to the receptionist. Some states may not honor the certificate due to state regulations. If they do not accept the certificate, please be sure to notate this in the description of your expense report and in IntelliLink.

Boone Tavern – Notify the staff that you are making a business related purchase for Berea College.

Berea College Stores – Notify the cashier that you are making a business related purchase for Berea College.

Dollar Tree – Present the completed certificate to the cashier when checking out.

Tractor Supply - Present the completed certificate to the cashier when checking out. They may provide a form for you to fill out, in addition to the certificate.

Hurst – The order should already be tax exempt. No action should need to be taken.