Northwestern

Northwestern University
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Date: _____

FOR USE BY STUDENT GROUPS

To Whom It May Concern:

Re: State of Illinois Sales Tax Exemption

Please be advised that Northwestern University is organized and operated exclusively for educational purposes. Consequently, sales of any kind to Northwestern University are exempt from the Retailer's Occupation Tax, the Services Occupation Tax (both state and local), the Use Tax and the Service Use Tax in the State of Illinois. The Illinois Department of Revenue has issued to Northwestern University the following tax exemption identification number:

E9990-4055

The referenced tax exemption identification number will expire on **September 1, 2029**.

This letter is to be used exclusively by Northwestern students to make one-time University purchases, **it CANNOT be used to set up a tax exempt house account or membership, and it is NOT to be used for personal purchases by individual faculty, staff, or students**. The undersigned hereby certifies that he/she is a student of Northwestern University and is duly authorized to make said purchases and that the article or articles specified in the accompanying order are purchased for the exclusive use of Northwestern University from:

_____

Please note that vendors are also advised they should primarily only accept official forms of payment from the University, such as those associated with the issuance of a formal Purchase Order (check or electronic payment) or a Northwestern Corporate Card. In certain cases, the student may be paying with a personal form of payment (such as cash, personal check, or personal credit card) but will be reimbursed by Northwestern. In these cases, this form must be accompanied by a separate student certification letter and the transaction shall be less than $400.

It is understood that the fraudulent use of the certificate to secure exemption will subject the undersigned and all participating parties to appropriate disciplinary action.

NU Authorized Purchaser/Contact Information:

_____
Student Signature

_____
Student Name

_____
Telephone Number

_____
Department/School Name

Business Manager/Department Approval:

_____
Signature

_____
Name

4-17-2025