

REQUEST FOR TAX EXEMPT CERTIFICATE

The non-taxable transaction certificate is valid for 10 years and can only be issued once to vendor during that time period and only one address location.

This request form may be emailed.

To: NMSU Central Purchasing
and Risk Management Administration
PO Box 30001, MSC 3890
Las Cruces, NM 88003-8001
Phone#: (575) 646-2916
Fax#: (575) 646-1351
purchasing@nmsu.edu

Date: _____

Dept: _____
Contact Name Phone

REQUIRED INFORMATION FOR NON-TAX CERTIFICATE

Vendor Name: _____

Complete Address: _____

Please check if you want your form emailed. (Provide email)

Email _____

Phone Number: ____ - ____ - ____

Federal ID#: _____
(9-digit number)

CRS#: _____
(11-digit number-NM vendor only)

Type of Service/Product to be provided: _____

For office use ONLY

Form emailed
Date: _____
Processed by: _____