

## 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](mailto:purchasing@nmsu.edu)

Date: \_\_\_\_\_

Dept: \_\_\_\_\_

	Contact Name	Phone
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### 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 <input type="checkbox"/> emailed Date: _____ Processed by: _____
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