



Northwestern University
Kellogg School of Management
 2001 Sheridan Road
 Evanston, IL 60208-2001
 Phone 847-491-3300



NORTHWESTERN
 UNIVERSITY

Today's Date: _____
 (insert date)

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 Service 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:

E 9990-4055-05

The referenced tax exemption identification number will expire on June 1, 2010.

This tax exemption is to be used exclusively by Northwestern University to make purchases and is not for personal use by individual faculty, staff or students. The undersigned hereby certifies that he/she is an employee 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:

 (insert vendor name)

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.

Contact Information:

**Business Manager/
 Departmental Approval:**

 Department/School Name

 Signature

 Telephone Number

 Name (print or type)

 Name (print or type)

 Signature