



# South Dakota

## New Customer Account Information

CUSTOMER NAME:

CUSTOMER BILLING ADDRESS:

CITY, STATE, ZIP:

PHONE NUMBER:

FAX NUMBER:

SHIP-TO NAME:

SHIP-TO STREET ADDRESS:

CITY, STATE, ZIP:

PHONE NUMBER:

FAX NUMBER:

PURCHASING CONTACT:

EMAIL:

ACCTS PAYABLE CONTACT:

EMAIL:

PLEASE CIRCLE ONE:

Do you require order acknowledgements?

Yes

No

If yes, attention:

Do you require statements?

Yes

No

Do you allow partial shipments?

Yes

No

Do you require a purchase order?

Yes

No

Are you tax exempt?\*

Yes

No

If yes, please fill out enclosed exemption certificate

ANY ADDITIONAL COMMENTS OR SPECIAL INSTRUCTIONS?

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## New Account Details

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

D & B #: \_\_\_\_\_

### Billing Address

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Number of Years Established: \_\_\_\_\_

Fax #: \_\_\_\_\_

### Shipping Address

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_

Tax Exempt #: \_\_\_\_\_

Is the company a Corporation, Partnership, or

Proprietorship? \_\_\_\_\_

### Company Principals

Owner/President: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_

Controller: \_\_\_\_\_

Treasurer: \_\_\_\_\_

A/P Supervisor: \_\_\_\_\_

### Credit References

Bank: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Account: \_\_\_\_\_

Fax #: \_\_\_\_\_

Co. Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Co. Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Co. Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

I authorize G&H Distributing to contact our bank for credit information and I also authorize the bank to release relevant information to G&H Distributing.

Signed: \_\_\_\_\_

# South Dakota Streamlined Sales Tax Agreement Certificate of Exemption

## Warning to purchaser:

This is a multi-state form. Not all states allow all exemptions listed on this form. Purchasers are responsible for knowing if they qualify to claim exemption from tax in the state that is due tax on this sale. The state that is due tax on this sale may be notified that you claimed exemption from sales tax.

The purchaser will be held liable for any tax and interest, and possible civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption.

- Check if you are attaching the Multistate Supplemental form.
- If not, enter the two-letter abbreviation for the state under whose laws you are claiming exemption.
- Check if this certificate is for a **Single Purchase Certificate**. Invoice/purchase order # \_\_\_\_\_

**3.**

**Print or type**

A. Name of purchaser \_\_\_\_\_

B. Business address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

C. Purchaser's tax ID number \_\_\_\_\_ State of Issue \_\_\_\_\_ County of Issue \_\_\_\_\_

D. If no tax ID number, enter FEIN \_\_\_\_\_

E. If no ID number or FEIN, enter Driver's License Number/State Issued ID number \_\_\_\_\_ state of issue \_\_\_\_\_

F. Foreign diplomat number \_\_\_\_\_

G. Name of seller from whom you are purchasing, leasing or renting \_\_\_\_\_

H. Seller's address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**4.**

**Check type of business**

**Purchaser's Type of business.** Check the number that best describes your business.

<input type="checkbox"/> 01 Accommodation and food services	<input type="checkbox"/> 11 Transportation and warehousing
<input type="checkbox"/> 02 Agriculture, forestry, fishing, hunting	<input type="checkbox"/> 12 Utilities
<input type="checkbox"/> 03 Construction	<input type="checkbox"/> 13 Wholesale trade
<input type="checkbox"/> 04 Finance and insurance	<input type="checkbox"/> 14 Business services
<input type="checkbox"/> 05 Information, publishing and communications	<input type="checkbox"/> 15 Professional services
<input type="checkbox"/> 06 Manufacturing	<input type="checkbox"/> 16 Education and health-care services
<input type="checkbox"/> 07 Mining	<input type="checkbox"/> 17 Nonprofit organization
<input type="checkbox"/> 08 Real estate	<input type="checkbox"/> 18 Government
<input type="checkbox"/> 09 Rental and leasing	<input type="checkbox"/> 19 Not a business
<input type="checkbox"/> 10 Retail trade	<input type="checkbox"/> 20 Other ( <i>explain</i> ) _____

**5.**

**Check reason for exemption**

**Reason for exemption.** Check the letter that identifies the reason for the exemption.

A <input type="checkbox"/> Federal government ( <i>Department</i> ) _____	H <input type="checkbox"/> Agricultural
B <input type="checkbox"/> State or local government ( <i>Agency</i> ) _____	I <input type="checkbox"/> Industrial production/manufacturing <u>Does not apply in SD</u>
C <input type="checkbox"/> Tribal government	J <input type="checkbox"/> Direct pay permit
D <input type="checkbox"/> Foreign diplomat	K <input type="checkbox"/> Direct mail
E <input type="checkbox"/> Charitable organization	L <input type="checkbox"/> Other ( <i>Explain</i> ) _____
F <input type="checkbox"/> Religious or educational organization	
G <input type="checkbox"/> Resale	

**6.**

**Sign here**

*I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.*

Signature of authorized purchaser _____	Print name here _____	Title _____	Date _____
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**South Dakota Streamlined Sales and Use Tax Agreement**  
**Certificate of Exemption: Multistate Supplemental**

Name of Purchaser \_\_\_\_\_

State	Reason for exemption	Identification number (if required)
AR*	_____	_____
IA	_____	_____
IN	_____	_____
KS	_____	_____
KY	_____	_____
MI	_____	_____
MN	_____	_____
NC	_____	_____
ND	_____	_____
NE	_____	_____
NJ	_____	_____
NV	_____	_____
OH	_____	_____
OK	_____	_____
SD	_____	_____
TN*	_____	_____
UT	_____	_____
WV	_____	_____
WY	_____	_____

\* SSUTA Direct Mail and MPU provisions are not in effect for Arkansas and Tennessee

A seller doing business in a state that is not a member of the Streamlined Agreement must obtain documentation to support exempt transactions as required by that state.

## South Dakota Streamlined Sales and Use Tax Agreement Certificate of Exemption Instructions

Use this form to claim exemption from sales tax on purchases of otherwise taxable items. The purchaser must complete all fields on the exemption certificate and provide the fully completed certificate to the seller in order to claim exemption.

**Warning to purchaser:** You are responsible for ensuring that you are eligible for the exemption you are claiming. You will be held liable for any tax and interest, as well as penalties imposed by the member state due the tax on your purchase, if the purchase is not legally exempt.

**Misuse of exemption certificates in South Dakota:** Any purchaser who knowingly and intentionally purchases items for resale that he or she knows will not be resold, or provides an invalid exemption certificate with the intent to evade payment of the tax, must pay the use tax on these items and is guilty of a Class I misdemeanor and may be fined up to 50% of the tax owed. If a business legitimately purchases an item for resale, but later uses that item, the purchaser is responsible for reporting and paying use tax on that item.

### Purchaser instructions for completing the exemption certificate

1. Some purchasers may wish to complete a single certificate for multiple states where they conduct business and regularly make exempt purchases from the same seller. If you do, check the box on the front of the SSUTA Certificate of Exemption to indicate that you are attaching the *Multistate Supplemental* form.

If you are not attaching the Multistate Supplemental form, enter the two-letter postal abbreviation for the state under whose laws you are claiming exemption. For example, if you are claiming an exemption from sales or use tax imposed by the state of Minnesota, enter "MN" in the boxes provided. If you are claiming exemption for more than one member state, complete the *SSUTA Certificate of Exemption: Multistate Supplemental* form.

2. **Single purchase exemption certificate:** Check this box if this exemption certificate is being used for a single purchase. Include the invoice or purchase order number for the transaction.

If this box is not checked, this certificate will be treated as a blanket certificate. A blanket certificate continues in force so long as the purchaser is making recurring purchases (*at least one purchase within a period of twelve consecutive months*) or until otherwise cancelled by the purchaser.

3. **Purchaser information:** Complete the purchaser and seller information section, as requested. You must include an identification number for you or your business. Include your state tax identification number and identify the state and/or country that issued the number to you. If you do not have a state tax identification number, enter the Federal Employers Identification Number (FEIN) issued to your business, or if no FEIN number is required, enter your personal driver's license number and the state in which it is issued. Foreign diplomats and consular personnel must enter the individual tax identification number shown on the sales tax exemption card issued to you by the United States Department of State's Office of Foreign Missions.

**Multistate Purchasers:** The purchaser should enter its headquarters address as its business address.

4. **Type of business:** Check the number that best describes your business or organization. If none of the categories apply, check number 20 and provide a brief description.
5. **Reason for exemption:** Check the exemption that applies to you or your business and enter the additional information requested for that exemption. If the member state that is due tax on your purchase does not require the additional information requested for the exemption reason code checked, enter "NA" for not applicable on the appropriate line. If an exemption that is not listed applies, check "L Other" and enter an explanation. The explanation for "L Other" must include a clear and concise explanation of the reason for the exemption claimed.

**Multistate Purchasers:** Attach the *SSUTA Certificate of Exemption – Multistate Supplemental Form* and indicate the applicable reason for exemption and identification number (if required) for each of the additional states in which the purchaser wishes to claim exemption from tax.

**CAUTION:** The exemptions listed are general exemptions most commonly allowed by member states. However, each state's laws governing exemptions are different. Not all of the reasons listed may be valid exemptions in the state in which you are claiming exemption. In addition, each state has other exemptions that may not be listed on this form. To determine what sales and use tax exemptions are allowed in a particular state refer to the state's web site or other information available relating to that state's exemptions.

**Seller:** You are required to maintain proper records of exempt transactions and provide those records, to Member states of the SST Governing Board, Inc., when requested. These certificates may be provided in paper or electronic format. Exemption certificates must be made available to Member states in the form it is maintained.

You are relieved of the responsibility for collecting and remitting sales tax on the sale or sales for which the purchaser provided you with this exemption certificate, even if it is ultimately determined that the purchaser improperly claimed an exemption, provided all of the following conditions are met:

1. All fields on the exemption certificate are completed by the purchaser;
2. The fully completed exemption certificate is provided to you at the time of sale;
3. The purchaser claims an entity-based exemption on a purchase made at a seller's location in a state that allows the exemption.
4. If a business purchaser claims a multiple points of use exemption reason code, the items being purchased are not tangible personal property other than computer software;
5. You do not fraudulently fail to collect the tax due; and
6. You do not solicit customers to unlawfully claim an exemption.

### Reasons for Exemption - Additional Information for South Dakota Exemptions

- A.** Federal Government must indicate the agency name on the certificate.
- B.** State and local agencies include public or municipal corporations of the State of South Dakota; municipal or volunteer fire or ambulance departments; public schools, including K-12, universities, and technical institutes that are supported by the State of South Dakota; or public or municipal corporations of South Dakota.

Government entities must provide an exemption certificate to the vendor or the vendor must keep documentation to show the purchase was paid from government funds. Documentation may include a purchase order or a check stub. Government entities are not required to list an exemption number on the exemption certificate. Agencies that have exemption numbers should include that number on the certificate section 3, Line C. If they do not have a tax ID, enter their FEIN in Section 3, Line D. **Purchases made by an employee who is reimbursed by government funds are taxable.**

- C.** Tribal Government must indicate the agency name on the certificate. Enter FEIN in Section 3, line D.
- D.** Foreign diplomats will have a card that contains their identification and information about the extent of their tax exemption. If the official qualifies for the exemption, write the individual tax exemption number from the card on the exemption certificate, Section 3, Line F.
- E.** Charitable organizations include non-profit hospitals and relief agencies. Relief agencies must have a permit from the Department of Revenue & Regulation. Enter tax ID number in Section 3, line C.
- F.** Religious and private schools must have a permit from the Department of Revenue & Regulation. Enter tax ID number in section 3 line C. **Churches are NOT exempt from South Dakota sales or use tax.**

**Employee Purchases** - The exemption from sales and use tax for the above agencies does not extend to the purchase of products or services for the personal use of officials, members, or employees of such institutions. The exempt entity must pay the vendor from the exempt entity's funds. Payment may be made by the exempt entity's check or credit card.

- G.** Resale or Re-lease – **South Dakota tax permits that contain the letters "UT" or "ET" cannot purchase products for resale.** Enter tax ID number in section 3, line C.
- H.** Agricultural Products - Purchasers of products and services that are exempt when used exclusively by the purchaser for agricultural purposes must complete an exemption certificate if there is doubt as to the intended usage. **Repair, Repair Parts, and Maintenance Items and Services Tax Exemption** – Maintenance items, services and repairs, including parts, for farm machinery, farm machinery attachments units and irrigation equipment used primarily for agricultural purposes are exempt from sales and use tax. Exempt parts must replace a farm machinery, farm machinery attachment unit, or irrigation equipment part that has a specific or generic part number assigned to it by the farm implement manufacturer. **List the product or service that is being purchased exempt from tax.** South Dakota does not require a tax ID number when purchasing exempt agricultural products or services for Agricultural use. Purchasers from states other than SD should provide their FEIN (line D) or Drivers License (line E).
- I.** Industrial product/manufacturing – South Dakota does not exempt Industrial or manufacturing equipment.
- J.** Direct Payment Permit - The direct payment permit holder may purchase products without sales tax and remits use tax directly to the state. Enter tax ID number in section 3, line C.
- K.** Direct Mail – A purchaser of direct mail may provide the seller a direct mail form. The purchaser is responsible for remitting use tax. Enter Tax ID number in section 3, line C.
- L.** Other - Must include a clear and concise explanation of the reason for the exemption claimed.

**For additional information please review the Exemption Certificate Tax Facts available at [www.state.sd.us/drr](http://www.state.sd.us/drr) or by calling 1-800-829-9188.**