



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

PROCUREMENT SERVICES

161 AIRPORT DRIVE  
CB #1220  
CHAPEL HILL, NC 27599-1220 [operations\\_team@unc.edu](mailto:operations_team@unc.edu)  
T 919.962.0213  
F 919.962.2356

Dear UNC at CHAPEL HILL Business Partner:

The University of North Carolina at Chapel Hill, a state agency, is exempt from North Carolina Sales & Use Tax for qualifying purchases.<sup>1</sup> Please record the following Sales & Use Tax exemption number and maintain this document on file for future reference.

**400028**

UNC at CHAPEL HILL is exempt from sales tax when items are purchased with a valid UNC at Chapel Hill purchase order bearing the exemption number and the description of the goods to be purchased, or the goods purchased are paid for with a University-issued check, electronic funds transfer, procurement card, or credit account of the State agency. **For purchases other than by a purchase order, please keep the number listed above on file for your reference.**

The seven items below are not exempt and UNC at Chapel Hill must pay the following taxes:

- (1) Prepared food and beverage taxes levied and administered by various local governments in the State. (Please see <http://www.dor.state.nc.us/taxes/sales/rates.html> for details)
- (2) Occupancy taxes levied and administered by various local governments in the State. (Please see <http://www.dor.state.nc.us/taxes/sales/rates.html> for details)
- (3) Highway use taxes paid on the purchase, lease or rental of motor vehicles.
- (4) State sales taxes levied on electricity or local, private or toll telecommunications services.
- (5) Scrap tire disposal tax levied on new tires.
- (6) White goods disposal tax levied on new white goods.
- (7) Dry-cleaning solvent tax levied on dry-cleaning solvent purchased by a dry-cleaning facility.

As a state agency, the University is not required to provide a Form E-595E tax exemption certificate. The North Carolina Department of Revenue has directed that "certain purchasers, such as ... the State of North Carolina (effective July 1, 2004), are not required to furnish Form E-595E.... Effective July 1, 2004, purchases by State agencies are exempt from sales or use tax, and purchase orders or other documentation bearing the assigned State agency exemption number are acceptable." Please see page 4, section VII of Directive SD-04-1 for details: <https://files.nc.gov/ncdor/documents/directives/SD-04-1.pdf>

It is possible to check the University's tax exemption status on DOR's website at:

<https://eservices.dor.nc.gov/exemption/>

Questions with regard to this sales tax exemption may be addressed to UNC at Chapel Hill, Systems & Operations Director at (919) 843-5098 or the N.C. Dept. of Revenue Taxpayer Assistance Call Center at 877-252-3052.

If any of the address information we have on file is incorrect, please notify our vendor coordinator via email at [vendor\\_coordinator@unc.edu](mailto:vendor_coordinator@unc.edu). Thank you for your assistance.

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<sup>1</sup> N.C. Gen. Stat. §§ 105-164.3(43) (defining state agencies) and 105-164.13(52) (exempting state agencies).



North Carolina Department of Revenue

Michael F. Easley  
Governor

May 12, 2004

E. Norris Tolson  
Secretary

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL  
ATTN MARTHA PENDERGRASS DIRECTOR, MATERIALS & DISBURSEMENT  
SERV  
CB #1100, 104 AIRPORT DRIVE  
CHAPEL HILL NC 275991100

Dear Ms. Pendergrass:

Pursuant to your recent application, we are assigning your agency exemption number 400028 as its authority for purchasing items subject to sales and use tax without payment of tax to vendors.

This exemption number should only be used for direct purchases that are within the scope of the exemption provided in G.S. 105-164.13(52). The exemption number constitutes authority for vendors not to charge North Carolina sales and use tax on sales to your agency. If your agency purchases items with an exemption number and the items are not used by the agency, then your agency must remit the applicable sales or use tax that should have been paid on the items purchased, plus interest calculated from the date the tax would otherwise have been paid.

If you have questions regarding the use of this exemption number, please advise.

Very truly yours,

A handwritten signature in black ink, appearing to read "Ed Strickland".

Ed Strickland  
Administrative Officer  
Sales and Use Tax Division  
Telephone No. (919) 733-2151