



BUSINESS AND FINANCIAL SERVICES

COLORADO STATE UNIVERSITY

From: Tax Accounting Office
To: CSU Faculty and Staff
Subject: Instructions - Ohio Certificate of Exemption

Dear CSU Faculty and Staff,

Colorado State University is exempt from Ohio sales tax on purchases made for official university business using university funds. To utilize this exemption:

1. Complete the Ohio Streamlined Certificate of Exemption (Form STEC-SST)

- **Access the Form:** [Ohio Form STEC-SST](#)
- **Purchaser Information:**
Colorado State University
555 South Howes Street, Fort Collins, CO 80523-6003
- **Purchaser's Type of Business:** Select 16 – Education and health-care services
- **Reason for Exemption:** Select B – State of local government
- **Identification Number:** List CSU's FEIN 84-6000545
- **Signature:** *Employees without delegated signature authority may complete and sign this form, as confirmed by CSU's Office of General Counsel. Provide your signature, printed name, title, and date.*

2. Present the Completed Form to the Vendor

- Provide the completed Form STEC-SST to the vendor before making the purchase.
- Ensure purchases are made using university funds (e.g., procurement card or purchase order).

Important Notes

- Vendors may request additional documentation to confirm CSU's tax-exempt eligibility.
- Some vendors may choose not to honor the exemption. If refused, consider selecting another supplier.
- This exemption applies only to purchases made with CSU funds for official university use. Personal or reimbursable purchases are not eligible.

For assistance, contact the Tax Accounting Office at BFS_Tax_Accounting@Mail.ColoState.EDU.

Sincerely,

Elizabeth Tetrault
University Tax Manager
Colorado State University