

General Instructions for Arizona Form 5000A – Transaction Privilege Tax Exemption Certificate for Purchases for Resale

Arizona Form 5000A is used to claim Arizona TPT (sales tax) exemptions from a vendor when making purchases for resale. The Certificate must be provided to the vendor in order for the vendor to document why sales tax is not charged to the University in these cases, or for the vendor to refund the sales tax already billed to the University.

The **Business Name and Address, Check Applicable Box, and Precise Nature of Purchaser's Business** boxes have been pre-filled except for the **Vendor's Name**, which will need to be completed by the Department making the purchase. As the tax exemption is determined on a purchase-on-purchase basis, the Certificate is generally used for a **single transaction**. If the Department makes tax-exempt purchases from the same vendor frequently, please contact Tax Compliance at 520-621-1957 or taxservices@fso.arizona.edu for assistance before using the **Period From** option.

The Department that makes the purchase must complete the **Description of Property Being Purchased** section on the Certificate. Section **E.** does not apply and none of the boxes should be marked.

Lastly, the Department that makes the purchase must complete the **Certification** section of the Certificate. The individual whose signature is on the **Certification** portion should be the one who authorized the purchase.

If additional assistance is needed when completing Arizona Form 5000A, please contact Tax Compliance at 520-621-1957 or taxservices@fso.arizona.edu.