



To: UNC Charlotte

From: Marlo Hardiman, Assistant Controller – Tax & Payroll

Date: September 22, 2023

Re: Sales and Use Tax Exemption – Harris Teeter

Harris Teeter has an internal sales tax exemption form that must be completed in order for UNC Charlotte purchases to be exempt from sales tax. Certain information must be provided on this form to ensure that our local Harris Teeter is in compliance with their headquarters’ requirements. Failure to complete this form correctly leads to fines for our local stores.

Date:	Enter the <b>date of purchase</b>
Name:	Enter <b>your name</b>
Signature:	Sign <i>your name</i>
Business Name:	Enter <b>UNC Charlotte</b>
Registration #:	Enter <b>400019</b>
<b>Purchase Description:</b>	Enter at least three <b>specific</b> items purchased (e.g. bread, milk, cheese). Do not enter a description of the event, but the actual goods purchased. For example, instead of writing “supplies for camping trip”, please write “ <b>marshmallows, chocolate bars, graham crackers</b> ”.
Registration on File:	Enter <b>Yes</b>
Expiration Date:	Enter <b>N/A</b> . Our sales tax exemption does not expire.
Total Amount:	Enter <b>total amount of your purchase</b> not including sales tax.

Controller’s Office  
Tax Office

Reese Building  
9201 University City Blvd  
Charlotte, NC 28223

An Equal Opportunity/  
Affirmative Action Employer



(704) 687-5742  
taxoffice@uncc.edu



# E-595E Streamlined Sales and Use Tax Certificate of Exemption

**Do not send this form to the Streamlined Sales Tax Governing Board or the NC Department of Revenue. Send the completed form to the seller and keep a copy for your records.** This is a multi-state form for use in the states listed. Not all states allow all exemptions listed on this form. The purchaser is responsible for ensuring it is eligible for the exemption in the state it is claiming the tax exemption from. Check with the state for exemption information and requirements. **The purchaser is liable for any tax and interest, and possible civil and criminal penalties imposed by the state, if the purchaser is not eligible to claim this exemption.**

**1**  Check if this certificate is for a single purchase. Enter the related invoice/purchase order # \_\_\_\_\_

**2** A. Purchaser's name  
UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

B. Business address City State Country Zip code  
9201 UNIVERSITY CITY BOULEVARD CHARLOTTE NC USA 28223

C. Name of seller from whom you are purchasing, leasing, or renting  
Harris Teeter

D. Seller's address City State Country Zip code  
701 Crestdale Rd Matthews NC USA 28105

**3** Purchaser's type of business. Check the number that describes your business.

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

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

- A Federal government (department) \_\_\_\_\_
- B State or local government (name) NC
- C Tribal government (name) \_\_\_\_\_
- D Foreign diplomat # \_\_\_\_\_
- E \_\_\_\_\_
- F \_\_\_\_\_
- G Resale # \_\_\_\_\_
- H Agricultural production # \_\_\_\_\_
- I Industrial production/manufacturing # \_\_\_\_\_
- J Direct pay permit # \_\_\_\_\_
- K Direct mail # \_\_\_\_\_
- L Other (explain) \_\_\_\_\_

**5** Identification (ID) number. Enter the ID number as required in the instructions for each state in which you are claiming an exemption. If claiming multiple exemption reasons, enter the letters identifying each reason as listed in Section 4 for each state.

ID Number	State/Country	Reason	ID Number	State/Country	Reason
AR			NV		
GA			OH		
IA			OK		
IN			RI		
KS			SD		
KY			TN		
MI			UT		
MN			VT		
NC	400019	NC B	WA		
ND			WI		
NE			WV		
NJ			WY		

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

Signature of authorized purchaser <i>Marlo Hardiman</i>	Print name here MARLO HARDIMAN	Title TAX MGR	Date 09-22-23
Phone number (704) 687-1919	E-mail address TAXOFFICE@UNCC.EDU		