

VENDOR TIPS

Copy of Tax Exempt Letter: Our tax exempt number is printed on your P-Card, but in cases where you need a copy of the tax exempt letter, email Bill Kephart (kephrt@illinois.edu) for a PDF copy.

Phone orders or P-Card chip issues: In cases where you phone in an order or a credit card machine cannot read the P-Card chip, the vendor will need to manually enter your card information. Not all vendors know this, but when the vendor asks you for your ADDRESS, ask them to SKIP the address prompt (by clicking Enter) and go to the next prompt, which is the ZIP CODE (61801). This works for most credit card machines, and the sale should process.

Reimbursement: While you can buy something out-of-pocket and be reimbursed, the process takes a long time and the university will not reimburse any tax on a purchase.

TAX EXEMPTION ONLINE

You may not be able to tell whether an online order will be taxed until you are on the checkout page. You can usually enter an order and stop just before the final confirmation; at that point you should see whether tax is being added. If a vendor clearly DOES charge tax, they usually offer a way to make a tax exempt purchase. I just call (faster) or email and ask.

- There are a variety of ways they may set up your tax exempt account, but typically you'll need to become a registered user on their site, then send a copy of our exemption letter to an email address they'll provide. And typically, all future purchases on that account will apply that tax exemption.
- Other vendors are more complicated. TALK TO Bill Kephart if a vendor wants you to sign a bunch of paperwork to set up tax exemption with their business; he'll help you find a solution.
- **Walmart** is a rare example where the STORE is not the same as the WEBSITE (Walmart.com, mentioned below). ONLINE, Walmart always charges tax and they do NOT use the same internal tax exempt number as the local store. I have the steps for getting an exemption on Walmart.com, so talk to me if you MUST buy online, just know that the online tax exemption takes a day or so.
- **IF YOU ARE CHARGED TAX**, despite your best efforts to avoid it, contact the vendor and explain the situation. You can usually get the tax refunded in a separate transaction (after you follow their instructions for tax exemption). A receipt for that credit typically will NOT be automatically sent to you – you'll need to request it.
- **IF VENDOR ONLY REFUNDS TAX AFTER A PURCHASE:** This is not uncommon. **IT IS ACCEPTABLE** to pay tax on purchase **IF** the vendor requires it before they can credit the tax back. NEVER ASSUME that will be the case. ALWAYS confirm your tax will be credited back AND make sure you pursue them until it is.
- **IF VENDOR CANNOT REFUND TAX AFTER YOUR PURCHASE:** Well, you should have figured that out before you bought anything. If that's the vendor policy, the university requires you get this in writing. If in person, have the vendor note it in writing on the receipt and get their SIGNATURE. If online, have them send an email stating that fact or provide a link to the policy if online.
- **IF VENDOR DOES NOT OFFER TAX EXEMPTION: YOU CANNOT BUY FROM THEM.** For example **Alibaba.com**: international seller, stuff you can't get elsewhere, but if they charge tax, you will likely NOT get it back. Small "mom & pop" domestic vendors may also not offer. **No Exemption = No Buy.**
- **IF VENDOR MISINFORMS YOU ABOUT TAX EXEMPTION:** When you inquire about tax exemption prior to a purchase, you may talk to a new/unknowledgeable rep who insists the Vendor does not charge tax, but then they do, and you get charged without the ability to have it refunded. This is NOT your fault, and we'll need to pay it. Note the situation in the Purchase Description section of the Receipt Form.

TAX EXEMPTION PER VENDOR

Page 2 is a list of common local (and online) vendors with specific details on how they handle tax exemption. Some simply use the default UIUC phone number (333-1000), some have an internal number assigned to the university, some have you fill out a little tax exempt form every time you make a purchase, and some vendors are particular about how that tax exemption is referenced.

FOR LOCAL VENDORS: *The tax exemption number for Krannert Center is the same number used by every U of I campus & department, so if a local vendor has a university exemption # listed in their system under "U of I Vet Med" or "UIUC School of Business" – that's FINE, tell them to use it – it's all the same tax exempt #.*

VENDOR	Reference Phone #	Vendor-Internal Tax Exempt #	DETAILS
			<i>NOTE: If you have issues with any vendor's internal tax-exempt #, let me know, so I can update this document. Some may have expired.</i>
Amazon	N/A	N/A	PROHIBITED VENDOR! Currently, the university prohibits any Amazon purchases by staff or students, and ALL reimbursements for Amazon purchases will be declined. You will be notified if this changes.
Big Lots	N/A	16852310	Reference their internal tax exempt # at checkout.
Blick	N/A	60950552	Choose Business/School option at checkout and use customer number: 60950552
BMI Supply	N/A	N/A	We are already in their system as tax exempt. Suggest phone order, not sure about tax exemption online.
Do It Best Hardware	N/A	N/A	At cashier, mention purchase is tax exempt for the university. In addition to tax exemption you will get a 10% discount. You may need to present your iCard.
eBay	N/A	N/A	Apply online before purchase (see Bill for link). Submit tax exempt letter/data. Takes several days for approval.
Grainger	N/A	N/A	Only STAFF should order from Grainger (via iBuy) as they have a contract with UIUC and special pricing.
Harbor Freight	N/A	N/A	Cashier will look up our tax exempt letter alphabetically in book, either under "Univ. of Illinois" or "Terry Thompson." Yes it is stupid.
Hobby Lobby	N/A	N/A	Cashier has tax exempt form you fill out EVERY TIME you make a purchase.
Home Depot	333-1000 (in store)	805366586 (online)	At cashier, use phone number. Online, there is a field at checkout where you can reference the internal tax #.
JoAnn Fabrics	N/A	N/A	Cashier has tax exempt form you fill out EVERY TIME you make a purchase.
Lowe's	333-1000	N/A	At cashier, use phone number. In their system that phone # will bring up multiple departments at the university. Just tell them to pick one – it's all the same tax exempt #.
McMaster-Carr	N/A	N/A	Create account, and you should have a "Special Instructions" field where you can write "Please associate this account with University of Illinois Tax Exempt #: IL E9989 9779." If not available when creating account, it will be available upon checkout, and exemption will be applied to all future purchases.
Meijer	N/A	N/A	Cashier has tax exempt form you fill out EVERY TIME you make a purchase.
Menards	See Bill Kephart	See Bill Kephart	Bill Kephart manages ALL Menards tax exemption. Contact Bill to be added to his exemption list, and he will provide you a scannable bar code for in-store use and instructions for online purchases.
Michaels	N/A	N/A	Cashier has tax exempt form you fill out EVERY TIME you make a purchase.
Office Depot	N/A	N/A	Only STAFF should order from Office Depot, via iBuy, as they have a contract with UIUC and special pricing. Discounted pricing is not available if you buy directly via a P-Card.
Rose Brand	N/A	KRANNE	ALWAYS use a dedicated rep (try Lisa Coulouris, 201-809-1730 ext. 118 - lisa.coulouris@rosebrand.com). I assure you it will be a mess if you order online or call a random rep. Like seriously, a real headache.
Schnucks	N/A	N/A	Cashier has tax exempt form you fill out EVERY TIME you make a purchase.
Staples	N/A	5364794759	As above, Office Depot offers cheaper pricing through iBuy. Have a staff member make your purchase for you.
Walmart.com	N/A	Must Apply	Apply online before purchase. Submit tax exempt letter/data. Can take a couple days for approval.
Walmart (Store)	N/A	222100	Give this internal tax exempt # to the cashier at checkout. If you bring a tax exempt letter to the Customer Service desk, they will give you a little card with this # on it.