

**MISSOURI SALES/USE TAX EXEMPTION APPLICATION**

**INSTRUCTIONS FOR COMPLETING THE MISSOURI SALES/USE TAX EXEMPTION APPLICATION**

**Missouri Tax I.D. Number**

If you have been issued a Missouri Tax I.D. Number by the Missouri Department of Revenue, enter that number in the space provided. Providing your Missouri Tax I.D. Number will ensure the Department of Revenue registers your organization accurately.

**Organization Name and Location**

Provide the name and street address of your organization.

**Incorporated Organizations**

If you are incorporated in Missouri, check "Missouri Corporation" and provide the required information.

If you are an out-of-state corporation, and own property in Missouri, check the "Out-of-State Corporation" box and provide the required information.

**Mailing Address**

If correspondence should be mailed to an address other than the address of the organization or agency, provide the address to be used for mailing purposes (i.e., officer's, accountant's, or lawyer's address, etc.) P.O. Box may be used.

**Record Storage**

If the books and records are kept at an address (location) other than that of the organization, agency, or mailing address, provide the address here.

**Organization or Agency Officers**

Provide all of the requested information for one or two of the organization's or agency's officers.

**Description of Organization**

Summarize the primary organizational purpose in one or two brief statements. List the main activities of the organization or agency.

**Signature**

This application must be signed by an officer or responsible person of the organization in order for the exemption letter to be issued.

**Attachments**

The attachments are used to determine whether an organization is exempt under Missouri law. Please remember to include all attachments pertaining to your organization. If you do not include all required attachments, it could result in a delay in issuing your exemption letter or a denial of your application.

**IRS EXEMPTION RULING**

If you are registered with the Internal Revenue Service (IRS) and have received a 501c letter, you must attach a copy of the most current letter of exemption issued to you by the IRS.

If you have not received an exemption letter from the IRS, you can obtain Form 1023, Application for Recognition of Exemption by visiting their web site at [www.irs.gov](http://www.irs.gov) or call (877) 829-5500.