



# BUSINESS AND FINANCIAL SERVICES

## COLORADO STATE UNIVERSITY

From: Tax Accounting Office  
To: CSU Faculty and Staff  
Subject: Instructions – Minnesota Certificate of Exemption

Dear CSU Faculty and Staff,

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

### 1. Complete the Minnesota Certificate of Exemption (Form ST3)

- **Access the Form:** [Minnesota Form ST3](#)
- **Purchaser & Seller Information:**
  - **Buyer's Name, Address, & Federal EIN:**  
Colorado State University  
555 South Howes Street, Fort Collins, CO 80523-6003  
FEIN: 84-6000545
  - **Seller Information:** Enter the vendor's name and address.
- **Type of Business:** Select **'16' Education and Health-Care Services**.
- **Reason for Exemption:** Select **'B' Specific Government Exemption** and type **"State or local government agency from another state"** in the adjacent field.
- **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 Certificate to the Vendor

- Submit the completed Form ST3 to the vendor before completing the purchase.
- Ensure purchases are made using university funds (e.g., procurement card or purchase order).

### Important Notes

- Vendors may request additional documentation to verify 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](mailto:BFS_Tax_Accounting@Mail.ColoState.EDU).

Sincerely,

Colorado State University  
Business & Financial Services  
Tax Accounting Office