

Tax Exempt Instructions

Sales Tax Information

The amount of tax charged for a University of Minnesota - Office for Technology Commercialization, license, depends upon many factors, including:

- The location of the approval
- The type of item purchased
- The destination of the shipment

All University of Minnesota - Office for Technology Commercialization sales are made by the Regents of the University of Minnesota. University of Minnesota - Office for Technology Commercialization charges sales tax only on orders shipped to Minnesota.

To identify whether your order has been taxed, check your receipt.

How Sales Tax is Calculated

If an item is subject to sales or use tax in the state to which it is shipped, tax is generally calculated on its total selling price. In accordance with state tax laws, the total selling price of an item generally includes item-level shipping and handling charges, and an allocation of order-level shipping and handling charges and discounts.

The tax rate applied to your order will generally be the combined state and local rate for the address where your order is approved or shipped. Therefore, the tax rate applied to your order may be different for an order shipped to your home address than it is for an order for the very same items shipped to your work address.

Tax-Exempt Guests

Is your organization tax-exempt? Here's how to receive a refund for the tax on your purchase:

1. Place your order as usual at www.license.umn.edu
2. Once you've placed your order, you'll need to fax us the following information WITHIN TEN (10) BUSINESS DAYS:
 - The name, address, phone number, company name, e-mail address, order number, Transaction ID# and a description of the item(s) licensed
 - A copy of your resale certificate, exemption certificate, or other acceptable proof of exempt status in the state where the items will be shipped. (If restricted, please include the names of individuals authorized to place tax-exempt orders on behalf of your organization)
3. Mark your fax "ATTN: E-Commerce Tax Exempt" and fax it to (612) 624-6554.

While you need to submit this information to us only once for a U.S. government or blanket exemption certificate, you do need to contact us after placing each order to ensure you are refunded the tax on your purchase. If you submit a single-use exemption certificate, you will need to resubmit a new certificate with each order. It may take up to 3-4 weeks to see that refund on your account.