

Carleton College

One North College Street

Northfield, Minnesota 55057

Business Office

507-222-7095

Dear Faculty and Staff,

The Minnesota Department of Revenue has assigned a new **Minnesota Tax Identification Number 9008717** to Carleton College for use when making exempt purchases.

What you need to do:

- Begin using the new seven-digit number (9008717) immediately for all exempt purchases. An updated **MN Certificate of Exemption Form – ST3** is available on the [Business Office Forms](#) page and can be given to sellers when you make your next purchase.
- Stop using the old five digit (20389) Exempt Status Number
- Review department documentation and replace old certificate references with the new number.

Information for Carleton Purchasing Cardholders:

- When your card expires, you will receive a replacement card with the updated tax-exempt number embossed on the second line of your card.
- Pick up a new pocket size tax exempt reference card from the Business Office.
- Merchants can access the updated **MN Certificate of Exemption Form – ST3** on the [Business Office Forms](#) page.

Remember Carleton's Exempt Status Does Not Apply to:

- Prepared food, soft drinks, candy, alcoholic beverages, and catered food
- Airfare
- Lodging
- Car Rentals and gasoline.
- Out of state purchases , unless goods are shipped to the College
- Carleton's tax-exempt status does not extend to individuals making payment on behalf of the College with personal funds. To utilize Carleton's exempt status, acceptable forms of payment are the College issued purchasing card and College issued check.

If you have questions about this update, please contact Kara Lloyd at klloyd@carleton.edu, x5934.

Sincerely,

Kara Lloyd

Accounts Payable Manager