

### **Procedures for making a Sales Tax Exempt Purchase**

1. Get approval for your purchase from a BUDA officer (President, Treasurer or Clerk)
2. The BUDA officer will send you 2 Forms: Form ST-5 and Form ST-2. You must complete the Form ST-5 prior to making your purchase.

Part 1: To be completed by the BUDA officer

Part 2: To be completed by the purchaser. Fill in your name and address on the lines for Agent's name and Address. Sign and date the form

Part 3: To be signed and dated by the Vendor.

Part 4: List the description, quantity and cost of the item(s) you are purchasing.

3. Attach the copy of the Form ST-2 provided to you by the BUDA officer to the completed Form ST-5



# Form ST-5 Sales Tax Exempt Purchaser Certificate

Rev. 8/00

**Massachusetts  
Department of  
Revenue**

### Part 1. Exempt taxpayer information

To be completed by exempt government or 501(c)(3) organization.

Name Boston Ultimate Disc Alliance, Inc.

Address 170 Gore St.

City Cambridge State MA Zip 02141

Exemption number 043-160-976

Issue date 01/18/2006 Certificate expires on (date) 01/18/2016

Certification is hereby made that the organization named above is an exempt purchaser under Massachusetts General Laws, Chapter 64H, sections 6(d) or 6(e). All purchases of tangible personal property or services by this organization are exempt from taxation under said chapter to the extent that such property or services are used in the conduct of the business of the purchaser. Any abuse or misuse of this certificate by any tax-exempt organization or any unauthorized use of this certificate by any individual constitutes a serious violation and will lead to revocation.

Signature \_\_\_\_\_ Title President Date 11/01/2007

**Warning: Willful misuse of this certificate may result in criminal tax evasion sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines.**

### Part 2. Agent information

To be completed by agent of exempt government or 501(c)(3) organization.

Name of agent's organization Boston Ultimate Disc Alliance, Inc.

Address 170 Gore St.

City Cambridge State MA Zip 02141

Agent's name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I certify that in making this purchase, I am acting as an agent for the exempt organization named above (select one):

Government organization (local public school, city/town government, state agency, etc.).  
Attach Form ST-2, if available. If Form ST-2 is not available, enter exemption number, if known: \_\_\_\_\_

501(c)(3) organization (parochial school, Scout troop, etc.). Form ST-2 must be attached.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

### Part 3. Vendor information

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Check applicable box:

Single purchase certificate (attach detailed receipts or complete Part 4, on reverse)

Blanket certificate





Form ST-2  
Certificate of Exemption

Massachusetts  
Department of  
Revenue

Certification is hereby made that the organization herein named is an exempt purchaser under General Laws, Chapter 64H, sections 6(d) and (e). All purchases of tangible personal property by this organization are exempt from taxation under said chapter to the extent that such property is used in the conduct of the business of the purchaser. Any abuse or misuse of this certificate by any tax-exempt organization or any unauthorized use of this certificate by any individual constitutes a serious violation and will lead to revocation. Willful misuse of this Certificate of Exemption is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. (See reverse side.)

\* BOSTON ULTIMATE DISC ALLIANCE  
INC  
BOSTON ULTIMATE DISC ALLIANCE  
170 GORE STREET #614  
CAMBRIDGE MA  
02141

EXEMPTION NUMBER E  
043-160-976  
ISSUE DATE  
01/18/06  
CERTIFICATE EXPIRES ON  
01/18/16

NOT ASSIGNABLE OR TRANSFERABLE

COMMISSIONER OF REVENUE  
ALAN LEBOVIDGE