

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

Sales Tax Exempt Purchase Instructions for BUDA Officer

1. Determine whether the requested purchase will be a recurring purchase from the same vendor or a one-time purchase. If it is a recurring purchase, Check “Blanket certificate” under Part 3. Otherwise, check “Single purchase certificate” under part 3. If it is a blanket certificate, only one ST-5 needs to be submitted to the Vendor. The vendor will keep the ST-5 on record for later purchase. The ST-5 will be valid as long the organizations Form ST-2 is valid.
2. Sign and date Form ST-5 under Part 1 and send it to the purchaser along with a copy of our Exemption Certificate (Form ST-2). Scanned or faxed signatures are acceptable.

Alternate Procedures for making a Sales Tax Exempt Purchase

1. Print Forms ST-2 and ST-5 from the BUDA website
2. Complete Parts 2, 3 and 4 of the Form ST-5:
 - Part 2: Fill in your name and address on the lines for Agent's name and address. Sign and date the form.
 - Part 3: Check the box for Single purchase certificate if you are making a one-time purchase from a vendor. Check the box for Blanket certificate if you a making a recurring purchase of the same item(s) from a vendor
 - Part 4: List the description, quantity and cost of the item(s) you are purchasing
3. Attach a copy of Form ST-2 to the completed Form ST-5 and submit the forms to the vendor.



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 05/01/2006

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