

Sales Tax Exemption Certificate for Purchases Certain Retail Services by Schools and Libraries

Can be used for purchases **on or after July 1, 2026.**

This certificate is for:

Single use

You need to show this certificate each time you buy an exempt item.

Blanket certificate

You can use this certificate anytime, if you and the seller have a recurring business relationship. A recurring business relationship means you have at least one sale transaction within 12 months. (RCW 82.08.050(7)(c)).

Vendor/seller's name:

Date:

Mailing address:

City:

State:

Zip:

**I, the undersigned buyer, certify I am making an exempt purchase for the following reason:
(Enter information and/or check applicable box(es)).**

1 Type of purchase

- Information technology services.
- Custom website development services.
- Live presentations.
- Investigation, security, and armored car services.
- Temporary staffing.
- Custom software or customization of prewritten software.

2 Type of entity

- K-12 school, school district, or educational service district.
- Public library, library district, or library service center.

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

3 Certification:

I, the undersigned buyer, understand that by completing and signing this certificate I am certifying that I qualify for the tax exempt purchase(s) indicated above. I understand that I will be required to pay sales or use tax on purchases that do not qualify for an exemption. In addition, I understand that false or erroneous use of this certificate will result in liability for unpaid tax with interest and may result in additional penalties.

Type of business:

Account ID:

Buyer name:

Title:

Street address:

City:

State:

Zip:

Buyer signature:

**Seller must retain the original of this certificate for their records.
Do not send a copy of this certificate to the Department of Revenue.**

4 Instructions

Buyer's must ensure entitlement to the exemption before using this certificate.

For information regarding exemptions, contact Washington State Department of Revenue Taxpayer Information Center at 360-705-6705 or visit our website at dor.wa.gov.