

Instructions for Making Tax-Exempt Purchases at Wal-Mart

State employees can make authorized, tax-free purchases from any Wal-Mart store using a P-Card and the University of Louisiana at Monroe Customer ID: 3740237. All State and agency rules for authorized purchases apply.

Instructions:

1. When making a purchase at Wal-Mart, be sure to tell the cashier that your purchase is tax exempt
2. Show them your "La Carte" Purchasing Card (P-Card) which has the State seal, your name, the agency name, and the words "Tax Exempt" stamped on the card
3. And if necessary,
 - a. Show the Wal-Mart Tax Exempt Identification Card (below) to the cashier, and/or
 - b. Call the Wal-Mart Tax Exempt Hotline at (888) 899-7267 (Mon-Fri. 7AM-5PM CT)
4. If after the purchase you notice that tax was charged, ask the cashier to refund the tax amount. If he/she is not able to do so, go to the Customer Service Desk.

NOTE: If tax is charged and not refunded by the store, you will be responsible for reimbursing the agency for the tax amount using personal funds.

Cut out along the dotted line. Fold in half on the solid line. Carry this 'card' with you when making purchases at Wal-Mart.

<p>The state law where a purchase is made will be observed. Each state has its own laws regarding tax exempt organizations. An exempt organization can be Codes 2, 3, 4 or 5.</p>	Wal-Mart
<p>A business (Code 1) may purchase tax exempt items only for RESALE. State Law requires us to collect Sales Tax on supplies and other items that are used in the business.</p>	<u>Tax Exempt</u> <u>Identification Card</u>
<p>Warning: Improper use of this card may be in violation of state criminal and tax laws and subject the offending party to penalties of perjury in addition to tax, penalty, and interest on improperly purchased goods.</p>	Business or
Wal-Mart Stores, Bentonville AR 72716	Organization Name: <u>University of Louisiana at Monroe</u>
1-800-WAL-MART	Customer ID Number: <u>3740237</u>
	Purpose Code: 1-Resale 2-Charitable 3-Religious <input checked="" type="radio"/> 4-Educational (Circle One) 5-Government Agency 6-Farmer 7-Miscellaneous
	Issuing Store Number: <u>1193</u> Issuing State: <u>LA</u>
	Signature: _____
	Rev. 8/02 9976757

Instructions for Making Tax-Exempt Purchases **Online** at Walmart.com

NOTE: *You will need to register for a tax exempt account at walmart.com prior to making a tax exempt purchase using your agency's tax exempt certificate*

1. Go to: <https://www.walmart.com/taxexempt/>
2. If you have an account setup using your University of Louisiana at Monroe work email, log in using those credentials. If not, follow the instructions to create an account using your University of Louisiana at Monroe work email address.
3. Follow the instructions and complete the information requested for the Tax Exempt request.

Below is some of the information you will be asked to provide. Be sure to insert your correct contact and delivery information.

Address:

Apt, suite, building, c/o
(optional):

City:

County:

State:

Zip Code:

Phone Number:

Cell Phone (optional):

Certificate Signer's Name:

Certificate Signer's Title:

Organization Purpose:

Organization Type:

Organization tax exempt categories: Books, Office Supplies, Janitorial Supplies, Other, Cleaning Supplies, Electronics

State and Certificates

Louisiana