



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 13 – Tax 6.0	EFFECTIVE DATE: 05/15/1997
TITLE: Sales Tax Exempt Number	REVISION DATE: 06/04/2013
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

Wis. Stat. § 77.54(9a) states that sales to the state and any agency thereof are exempt from taxation on purchases under the Wisconsin Sales and Use Tax Law. Agencies have requested the State Controller's Office and State Bureau of Procurement to request sales tax exempt numbers from the Department of Revenue (DOR). DOR finally agreed that the long-standing position that state agencies do not need an exempt number needed to be reviewed.

The State Controller's Office provided DOR with an application for a sales tax exempt number for each state agency. DOR responded by assigning a tax exempt number for each state agency. This will be helpful for state staff who are asked for a tax exempt number when making business related purchases of goods and services, as well as travel related items such as lodging.

PROCEDURES

1. The attached Sales & Use Tax Certificate (CES Number) is to be used for official state business purposes only.
2. Each organization needs to make sure that all staff who are involved in purchasing and/or making payments (accounts payable) are aware of and have access to the attached Sales and Use Tax Certificate (CES).
3. Employees need to make sure that the vendors they are making purchases from are aware of the DHS's sales and use tax exemption.
4. When asked for by the vendor, employees should provide the appropriate CES number from the attached certificate. At the request of the vendor, a copy of the certificate may be faxed or mailed to the vendor. DHS has received the following certificate:

***Dept. of Health Services CES # ES 40676**

5. Employees who are paying vendors (accounts payable staff) should make sure that vendors are not paid for sales and use tax from which DHS is exempt.
6. This sales and use tax exemption applies to Wisconsin Sales and Use Tax. Other states may not honor this exemption for purchases made in their states.
7. Employees in travel status who pay for lodging should be exempt from the state and county sales taxes, as well as the local room taxes. In place of using the attached certificate, they

may continue to use the procedures explained in the Accounting Policy and Procedures Manual- Section 12 – Travel 1.5.

ATTACHMENT

Wisconsin Sales and Use Tax Certificate of Exempt Status (CES)

REFERENCES

[Wis. Stat. § 77.54 \(9a\)](#)

[DHS APP Section 12 – Travel 1.5](#) (Sales Tax Status of State Employees: Purchase of Meals, Lodging and Other Costs While Traveling on State Business)

CONTACTS

[Unit Supervisor, Expenditure Accounting Section](#)

[Expenditure Accounting Section Chief](#)

ATTACHMENT

**WISCONSIN SALES AND USE TAX
CERTIFICATE OF EXEMPT STATUS (CES)**
(Governmental, Religious, Charitable, Scientific or Educational Organization)

Sales to this organization or entity are exempt from Wisconsin sales and use tax under sec. 77.54(9a) and 77.55(1), Wis. Stats.

This certificate is valid unless cancelled by the Wisconsin Department of Revenue.

ATTN BUREAU OF FISCAL SERVICES
WISCONSIN DEPARTMENT OF HEALTH SERVICES
PO BOX 7850
MADISON WI 53707-7850

CES NUMBER	040676
DATE ISSUED	7/21/2008

IMPORTANT:

Purchases made by your organization are taxable unless you furnish your supplier with the CES number shown above.

Sales by your organization may be subject to tax. If your organization makes taxable sales, it may be required to obtain a seller's permit and remit sales tax to the Department of Revenue.

Questions: Contact the Department of Revenue by telephone at (608) 266-2776, FAX (608) 267-1030, E-mail sales10@revenue.wi.gov, or at our Web site www.revenue.wi.gov