

Exemption Permit Application

For Use of Credit or Debit Cards by Sales Tax Exempt Entities

Nebraska ID Number (if applicable)

Name and Location Address			Name and Mailing Address		
Name			Name		
Legal Name					
Street Address			Street or Other Mailing Address		
City	State	Zip Code	City	State	Zip Code

Credit or Debit Card Information

1 Name and address of bank issuing the card.

2 Provide only the last four digits of the card. (A separate application is required for each card.)

Last four digits of the card: _____

Documentation Required

3 Submit all of the following documents:

- Copy of the billing statement page containing purchases made by this cardholder and the page containing the name of the exempt organization;
Note: Redact/blackout all but the last four digits of the card number shown on each billing statement submitted with this application.
- Readable copy of the card showing who the card was issued to, the last four digits of the card number; and
Note: Redact/blackout all but the last four digits of the card number, and redact the three-digit security code if that side is provided, before sending the copy.
- Copy of a payment made to the issuing bank.

Additional Billing Information

4 Will any person other than the sales tax exempt governmental entity or sales tax exempt organization be billed by the issuer of the card for any purchases made using the credit or debit cards identified on this application?

YES NO If Yes, please explain _____

Under penalties of law, I declare that I have examined this application, and to the best of my knowledge and belief, it is correct and complete.

**sign
here** ▶

Signature of Owner, Partner, Member, Corporate Officer, or Other Person
Authorized by Attached Power of Attorney

Date

Phone Number

Title

Email Address

Instructions

Who May File This Application. Any sales tax exempt governmental entity or sales tax exempt organization that uses credit or debit cards **which are directly billed to the exempt entity or organization** to pay for its purchases of property, services, and lodging can file this application. The [federal government](#) and its agencies and the [state of Nebraska](#) and its agencies cannot use this Application since they have specific cards that they use to document their exempt status.

Purpose of Application. Upon approval of this Application, the Nebraska Department of Revenue will issue an exemption permit that is to be used in conjunction with a [Nebraska Resale or Exempt Sale Certificate, Form 13](#), and the credit or debit card identified on this application to purchase property, services, and lodging exempt from sales, use, and lodging taxes. This exemption permit will confirm that any purchases made using the identified credit or debit card will be directly billed and paid for by the sales tax exempt governmental entity or sales tax exempt organization.

Important: If more than one credit or debit card has been issued to the sales tax exempt governmental entity or sales tax exempt organization, a separate application is required for each card issued. The name on the card must match the name on this application.

Mail this application to: **Nebraska Department of Revenue, PO Box 94818, Lincoln, NE 68509-4818.**
revenue.nebraska.gov, 800-742-7474 (NE and IA), 402-471-5729