

Invoices and receipts must show the exempt organization as purchaser.

State of New Jersey, DIVISION OF TAXATION SALES AND USE TAX

Read instructions on bottom of form

* EXEMPT ORGANIZATION CERTIFICATE FORM ST-5

ISSUED BY: HOPE COLLEGE

100 EAST 8TH ST STE 210 HOLLAND MI 49423

EXEMPT ORGANIZATION NUMBER 381-381-271/000 Date Issued: 01/26/04

Transaction Date:

TO (Name of Vendor)

The undersigned certifies that the Division of Taxation has determined this organization is exempt from New Jersey Sales and Use Tax for this transaction; and this purchase is directly related to the purposes for which this organization was formed and is being purchased with the organization's funds.

Description of purchase:

Robert K. Thompson DIRECTOR DIVISION OF TAXATION

Signature of Officer: Jacqueline Kacmar Name and Title of Officer (Please Print): Jacqueline Kacmar Acctg Mgr.

INSTRUCTIONS FOR EXEMPT ORGANIZATION: Form ST-5 is valid for exemption from sales and use tax on all purchases (except energy and utility service), if the purchase is directly related to the organization (not personal) funds. Retain the original ST-5 (unsigned) in files, make copies and complete and sign them for vendors. Notify the Division of changes in organization name, address or exempt status.

INSTRUCTIONS FOR VENDORS (AND EXEMPT ORGANIZATIONS): In general, a seller or lessor who accepts an exemption certificate in "good faith" is relieved of liability for collection or payment of tax upon transactions covered by the certificate. "Good faith" requirements include:

- (a) The certificate must be an official certificate having the signature of a Director of the Division of Taxation (or a photocopy of the certificate) and must have the organization's name, address and exempt organization number printed by the Division on the upper portion of the certificate, with no apparent alterations.
(b) The certificate must be properly completed, dated, and signed and stamped by an officer of the organization.
(c) The vendor has no reason to believe that the purchase is a type not ordinarily used by the organization.

Sales transactions not supported by proper exemption certificates shall be deemed to be taxable. The vendor has the burden of proving that it was not. Invoices and receipts must show the exempt organization as purchaser, and payment must be from the funds of the exempt organization. Certificates must be retained by the vendor for a period of not less than four years from the date of the last sale. The exemption number assigned to the parent organization.

Additional Purchases - This certificate covers additional similar purchases by the same organization. Each sales invoice must show the organization's name and exempt organization number.

ST-5A PERMIT - This Exempt Organization Certificate (ST-5) also serves as a Sales and Use Tax Permit (ST5A) for the organization to which the certificate is issued.