



## Sales Tax Exemption Certificate – MI + Information

### **Guideline - Michigan Sales Tax Exemption**

The State of Michigan accepts the sales tax exemption granted by the IRS Certification of 501(c)(3) organizations. When purchasing materials for use by Michigan chapters, board members should simply have to complete a copy of the Michigan Sales and Use Tax Certificate of Exemption Form 3372, checking item 7 under Section 3: Nonprofit Internal Revenue Code Section 501(c)(3) or 501(c)(4) Exempt Organization. The purchaser may be asked to provide or at least show a copy of the IRS authorized certification letter with this form. You can download a copy of this certification letter elsewhere in the chapter guidebook.

With regard to the resale of materials, as is the case with plugs and seedlings for chapter plant sales, there is an annual exemption of sales tax if aggregate sales for the year are less than \$5,000. If total sales go over \$5,000, sales tax must be paid on the entire annual sales including the first \$5,000.

If chapter sales should go over \$5,000, the chapter must file a Concessionaire's Sales Tax Return and Payment form 2271 which is herein attached.

Wild Ones was certified to transact business or conduct affairs in Michigan effective 10-26-2007. A copy of the filing is also herein attached.

March 24, 2010

# Michigan Sales and Use Tax Certificate of Exemption

DO NOT send to the Department of Treasury. Certificate must be retained in the Seller's Records.

This certificate is invalid unless all four sections are completed by the purchaser.

## SECTION 1: TYPE OF PURCHASE

One-time purchase.

Blanket certificate. Recurring business relationship.

Order or Invoice Number: \_\_\_\_\_

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made from the vendor listed below. This certifies that this claim is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

Vendor's Name and Address

## SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check

one of the following:

1. All items purchased

2. Limited to the following items: \_\_\_\_\_

## SECTION 3: BASIS FOR EXEMPTION CLAIM

Check

one of the following:

1. For Resale at Retail. Enter Sales Tax License Number: \_\_\_\_\_

2. For Lease. Enter Use Tax Registration Number: \_\_\_\_\_

**The following exemptions DO NOT require the purchaser to provide a number:**

3. For resale at wholesale

4. Agricultural Production. Enter percentage: \_\_\_\_\_%

5. Industrial Processing. Enter percentage: \_\_\_\_\_%

6. Church, Government Entity, Nonprofit School, or Nonprofit Hospital (Circle type of organization)

7. Nonprofit Internal Revenue Code Section 501(c)(3) or 501(c)(4) Exempt Organization (must provide IRS authorized letter with this form)

8. Nonprofit Organization with an authorized letter issued by the Michigan Department of Treasury prior to June 1994 (must provide copy of letter with this form)

9. Rolling Stock purchased by an Interstate Motor Carrier

10. Other \_\_\_\_\_ (explain):

## SECTION 4: CERTIFICATION

*I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.*

Type of Business (see codes on page 2)	Business Name
Business Address	City, State, ZIP Code
Business Telephone Number (include area code)	Name (Print or Type)
Signature and Title	Date Signed

## Instructions for completing Michigan Sales and Use Tax Certificate of Exemption

The purchaser shall complete all four sections of the exemption certificate to establish a valid exemption claim. A seller must meet a "good faith" standard required by law. "Good faith" means that the seller received a completed and signed Certificate of Exemption from the purchaser. Sellers must retain the exemption certificates for a period of at least four years.

Michigan does not issue "tax exemption numbers". Sellers should not accept a number as evidence of exemption from sales or use tax. A purchaser who claims exemption for "resale at retail" or "for lease" must provide the seller with an exemption certificate and their sales tax license number or use tax registration number.

### SECTION 1:

Place a check in the box that describes how you will use this certificate.

- a) Choose "One time purchase" and include the invoice number this certificate covers.
- b) Choose "Blanket Certificate" when there is a recurring business relationship. A "recurring business relationship" exists when a period of not more than 12 months elapses between sales transactions between the seller and purchaser.

Print the vendor's name and address in the area provided.

### SECTION 2:

Place a check in the box for "All items purchased" or choose "Limited to" and list the items that are covered by the exemption claim.

### SECTION 3:

Place a check in the box that applies and provide the additional information requested for that exemption. The exemptions listed are the most common. If the exemption you are claiming is not listed use "Other" and enter the qualifying exemption.

### SECTION 4:

Use the number that describes your business or explain any other business type not provided.

01	Accommodation	09	Transportation
02	Agricultural	10	Utilities
03	Construction	11	Wholesale
04	Manufacturing	12	Advertising, newspaper
05	Government	13	Hospital
06	Rental or leasing	14	Educational
07	Retail	15	501c3 or 501c4
08	Church	16	Other

Print the name of the business, address, city, state and zip code. Sign and provide your title (i.e. owner, president, treasurer, etc.). Provide your printed name and date the certificate.

**DO NOT SEND THIS EXEMPTION CERTIFICATE TO THE DEPARTMENT OF TREASURY.**

Michigan Department of Treasury  
2271 (Rev. 11-06)

## Concessionaire's Sales Tax Return and Payment

Issued under P.A. 167 of 1933 and 122 of 1941 as amended. Filing is mandatory.

Seller's Name	Telephone Number	Social Security Number
Street Address	Sales Tax License No. (if applicable)	Federal Employer ID Number
City, State, ZIP Code	Temporary Liquor License No. (if applicable)	
Event	Location (City)	Date of Event

As a vendor operating in Michigan, you are responsible for collecting and paying Michigan sales, use and withholding taxes. You must remit sales tax on all sales of tangible personal property from an event at a Michigan location to an end user ("retail sales") at the rate of 6 percent. You must also remit use tax on all goods taken from inventory or purchased exempt from Michigan sales tax and used in your business unless you paid sales tax of at least 6 percent to another state. For example, prizes given for games of skill or chance.

You must also remit income tax withholding for wages paid to anyone working for you while you are in Michigan, regardless of that person's state of residence. For example, either hiring local people when you are in Michigan or bringing your own employees with you.

Complete each line below as instructed. If you have questions, please contact the Sales, Use and Withholding Tax Customer Contact Division at (517) 636-4730.

1. Gross Sales. Enter the total amount of sales of tangible personal property including cash and charge sales ..... 1. \_\_\_\_\_
2. Enter your purchases for resale on which you paid tax of 6% to your supplier ..... 2. \_\_\_\_\_
3. Subtract line 2 from line 1 ..... 3. \_\_\_\_\_
4. If you include tax in gross sales (line 1), divide line 3 by 17.6667 ..... 4. \_\_\_\_\_
5. Taxable Sales. Subtract line 4 from line 3 ..... 5. \_\_\_\_\_
6. **Sales Tax Due.** Multiply line 5 by 6% (.06) ..... 6. \_\_\_\_\_
7. **Use Tax Due.** Enter 6% (.06) of all purchases made for your own use or consumption on which you did not previously pay 6% sales tax ..... 7. \_\_\_\_\_
8. Enter all wages paid to employees ..... 8. \_\_\_\_\_
9. **Income Tax Withholding Due.** Enter total withholding due ..... 9. \_\_\_\_\_
10. **Penalty and Interest Due.** Enter amounts due for late payment of tax ..... 10. \_\_\_\_\_
11. **Pay this Amount.** Add lines 6, 7, 9 and 10 ..... 11. \_\_\_\_\_

**CERTIFICATION**

I declare, under penalty of perjury, that the information in this return is true and complete.

Seller's Signature	Date
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This return is due upon demand. If demand is not made, 3 business days after event. If this form and payment are not mailed to the Michigan Department of Treasury by the due date, an estimated tax assessment may be issued against you.

Make check payable to: STATE OF MICHIGAN.

**Mail To: Michigan Department of Treasury  
Customer Contact - SUW  
P.O. Box 30427  
Lansing, MI 48922**

Return the white copy with payment.  
Keep the yellow copy for your files.

**Sales Tax Collection**

Retailers are required to remit a 6% sales tax on their taxable retail sales to the State of Michigan. Effective January 1, 2006, a retailer must calculate the amount of sales tax to collect by using the following rounding formula.

To determine the amount of tax to remit, compute the tax to the third decimal place and round up to a whole cent when the third decimal place is greater than four, or down to a whole cent when the third decimal point is four or less.

**How to Compute Withholding**

To calculate tax amounts to withhold, employers may use a direct percentage computation (example shown below) or use the Michigan Income Tax Withholding Table. This table is found in Form 446, *Michigan Income Tax Withholding Guide*. Additional information regarding sales, use and withholding taxes, as well as Form 446 and the income tax withholding tables, is available by visiting the Michigan Treasury Web site [www.michigan.gov/businessstaxes](http://www.michigan.gov/businessstaxes).

<u>Payroll Period</u>	<u>2007 Allowance per Exemption</u>	<u>2006 Allowance per Exemption</u>
Per Day	9.32	\$9.04
Weekly	65.38	\$63.46

## Withholding Formula

[Compensation - (allowance per exemption x number of exemptions)] x Calendar Year's Withholding Tax Rate. Example:  
An employee with 3 exemptions earns \$600/week in 2007 - the 2007 withholding tax rate is 3.9%.

The Direct Percentage Calculation is:

$[\$600 - (\$65.38 \times 3)] \times 3.9\% = \text{Amount to withhold}$

$[\$600 - \$196.14] \times .039 = \$15.75$

## How to Compute Penalty and Interest

If a return is not filed or tax is not paid within three days of your event, you must include penalty and interest with your payment. Penalty is 5% of the tax due. Penalty increases by an additional 5% per month or fraction thereof, after the second month, to a maximum of 25%. Interest is charged daily using the average prime rate, plus 1 percent.

You may refer to our Web site for current interest rate information, or help in calculating late payment fees.

[www.michigan.gov/treasury](http://www.michigan.gov/treasury)

<b>MICHIGAN DEPARTMENT OF LABOR &amp; ECONOMIC GROWTH BUREAU OF COMMERCIAL SERVICES</b>	
Date Received	(FOR BUREAU USE ONLY)
<b>FILED</b>	
NOV 26 2007	
This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.	
Name	Tran Info: 1 13337937-1 10/25/07
Address	Administrator Chk#: 3344 Amt: \$20.00
City State Zip Code	ID: CAROL PHELPS
EFFECTIVE DATE:	

Document will be returned to the name and address you enter above.  
If left blank document will be mailed to the registered office.

**90000Q**



## APPLICATION FOR CERTIFICATE OF AUTHORITY TO TRANSACT BUSINESS OR CONDUCT AFFAIRS IN MICHIGAN

**For use by Foreign Corporations**

(Please read information and instructions on the last page)

*Pursuant to the provisions of Act 284, Public Acts of 1972 (profit corporations), or Act 162, Public Acts of 1982 (nonprofit corporations), the undersigned corporation executes the following Application:*

1. The name of the corporation is:  
Wild Ones Natural Landscapers Ltd.

2. (Complete this item only if the corporate name in item 1 is not available for use in Michigan.)  
 The assumed name of the corporation to be used in all its dealings with the Bureau and in the transaction of its business or the conducting of its affairs in Michigan is: \_\_\_\_\_

3. It is incorporated under the laws of State of Wisconsin. The date of its incorporation is June 8, 1990, and the term of its existence if other than perpetual is NA.

4. a. The address of the main business or headquarters office of the corporation is:

P.O. Box 1274, Appleton, WI 54912-1274  
(Street Address) (City) (State) (ZIP Code)

b. The mailing address if different than above is:

2270 Mapleleaf Ter. N.E., GRAND RAPIDS, MI 49505-5738  
(Street Address) (City) (State) (ZIP Code)

5. The address of its registered office in Michigan is:

6. The **specific** business or affairs which the corporation is to transact or conduct in Michigan is as follows:

Community volunteer group that promotes environmentally sound landscaping practices through the preservation, restoration and establishment of native plants communities.

The corporation is authorized to transact such business in the jurisdiction of its incorporation.

7. (To be completed by profit corporations only)

The total authorized shares of the corporation are: \_\_\_\_\_

8. If the applicant is a trust please specify any powers or privileges possessed by the trust that are not possessed by an individual or a partnership.

