



Customer Contact Form

**Thank you for your business! Please fill out the information below
so we may update our records.**

Business Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Business Owner: _____

Authorized Purchaser (if not the owner): _____

E-Mail: _____

Please leave an email address so we may notify you of sales and upcoming orders

Do you currently have credit with us? Yes No

If no, would you like to apply? Yes No

If you do not have credit with us, you must pay at the time of pick up.

Please fill out the Iowa Sales Tax Exemption Certificate on the back page if applicable. If we do not have a current Tax I.D. number on file, you will be charged tax on your invoice.

Authorized Agent (Please print)

Signature

Date



This document is to be completed by a purchaser when claiming exemption from sales/use tax. Certificates are valid for up to three years. Seller: Keep this certificate in your files. Purchaser: Keep a copy of this certificate for your records. Do not send to the Iowa Department of Revenue.

Purchaser Name, Address, City, State, ZIP, General Nature of Business, Telephone Number

Seller Name, Address, City, State, ZIP

Purchaser is claiming exemption for the following reason:

Purchaser is doing business as a:

- Retailer, Retailer Car Dealer, Wholesaler, Farmer, Lessor, Manufacturer, Nonprofit Hospital, Private Nonprofit Educational Institution, Governmental Agency including public schools, Qualifying Residential Care Facility, Non-Profit Museum, Other

- Resale, Leasing, Processing, Qualifying Farm Machinery/Equipment, Qualifying Manufacturing Machinery/Equipment, Qualifying Replacement Parts, Qualifying Computer, Pollution Control Equipment, Recycling Equipment, Research and Development Equipment, Direct Pay (permit no. required), Other

Description of Purchase: Attach additional information if necessary. Under penalty of perjury, I swear or affirm that the information on this form is true and correct.

Signature of Purchaser, Title, Date

31-014a (07/22/14)

Exemption Certificate Instructions

This exemption certificate is to be completed by the purchaser claiming exemption from tax and given to the seller. The seller must retain this certificate as proof that exemption has been properly claimed.

Exemptions:

Resale: Any person in the business of selling who is purchasing items to resell may claim this exemption. The purchaser can be acting as either a retailer or wholesaler and may not be required to have a sales tax permit.

Processing: Exempt purchases for processing include tangible personal property which by means of fabrication, compounding, manufacturing, or germination becomes an integral part of other tangible personal property ultimately sold at retail.

Qualifying Farm Machinery/Equipment: The item must be directly and primarily used in agricultural production; and must be one of the following:

- 1. a self-propelled implement such as a tractor
2. a grain dryer (heater and blower only)
3. an implement customarily drawn or attached to a self-propelled implement in the performance of its function, such as a plow
4. auxiliary equipment improving safety, performance, operation, or efficiency of items 1, 2, 3
5. tangible personal property that does not become a part of real property used directly and primarily in dairy and livestock production
6. a replacement part for 1, 2, 3, 4, 5, 8, 9
7. baling wire, twine, wrapping, and other similar items used in agricultural, livestock, or dairy production
8. auger systems, curtains, curtain systems, drip systems, fans, and fan systems, shutters, inlets, shutter or inlet systems, and refrigerators used in livestock or dairy production, aquaculture production, or the production of flowering, ornamental, or vegetable plants.
9. snow blower, rear-mounted blade, or rotary cutter used in agricultural production, if attached to or towed by a self-propelled implement.

Qualifying Manufacturing Machinery/Equipment: This machinery or equipment must be:

- used by a manufacturer directly and primarily used in processing tangible personal property or certain other research activities
certain replacement parts for the above; this does not include supplies

Qualifying Computers:

- sold to commercial enterprise, insurance company, or financial institution certain replacement parts; this does not include supplies

Direct Pay: Businesses and individuals who pay their taxes directly to the Department rather than to the seller must enter their Direct Pay permit number in the space provided.

Private Nonprofit Educational Institutions: Purchases made by Iowa private nonprofit educational institutions used for educational purposes are exempt. NOT EXEMPT from sales tax are purchases by most other private nonprofit organizations such as churches, fraternal organizations, clubs, etc., for use by those organizations.