



**ADMINISTRATIVE GUIDELINES
SALES TAX EXEMPTIONS
4.16.160**

ISSUED: February 27, 2019

BMC 4.16.160

There appears to be some confusion about when a business qualifies for an exemption and what proof qualifies it for an exemption.

RULE OF THUMB – TO BE EXEMPT THE PERSON/BUSINESS CLAIMING THE EXEMPTION MUST PHYSICALLY PRODUCE A CITY OF BETHEL ISSUED EXEMPTION CARD OR EXEMPTION CERTIFICATE.

A business license is NOT an exemption card and is NOT an Exemption Certificate.

Exemption Cards:

- Exemption Cards look similar to ID Cards and have the City of Bethel Logo imprinted on them. They also have an issue date and expiration date.
- Exemption Cards for Seniors or Senior Proxies have a photo of the Senior (or Proxy) on the card;
- Exemption Cards for a Retailer/Wholesaler, expressly states what items are exempt. If the item is not specifically listed on the card, it is NOT exempt.
- Exemption cards are only issued for:
 - ✓ Seniors
 - ✓ Authorized Senior Proxies
 - ✓ Wholesalers
 - ✓ Retailers
 - ✓ Non-Profits (rare but if staffing and resources allow, these may be issued)

Exemption Certificates:

These certificates as issued ONLY TO NON-PROFIT ORGANIZATIONS that have registered with the City of Bethel.

Just because a company is a non-profit does not mean they are exempt from taxes.

Only non-profit organizations with a non-expired Exemption Certificate (or Exemption Card) issued by the City of Bethel may receive the exemption.

Exception for Governmental Agencies: The following agencies DO NOT need an exemption card in order to obtain an exemption:

- State of Alaska
- Fish & Wildlife
- United States Federal Government
- YKHC
- Orutsararmiut Tribal Council (ONC)
- Federally Registered Tribe

The exemption can only be applied if the goods/services are purchased using the following forms of payment:

- ✓ Government/Tribal issued Purchase Order;
- ✓ Government/Tribal Credit Card;
- ✓ Governmental/Tribal Check
- ✓ Governmental/Tribal Voucher

PERSONAL CHECK, PERSONAL CREDIT CARD, AND CASH purchases are **never** exempt under this exception even if the buyer can prove they are purchasing on behalf of any of the agencies listed on this page.