Vassar Tax Exempt Form Request

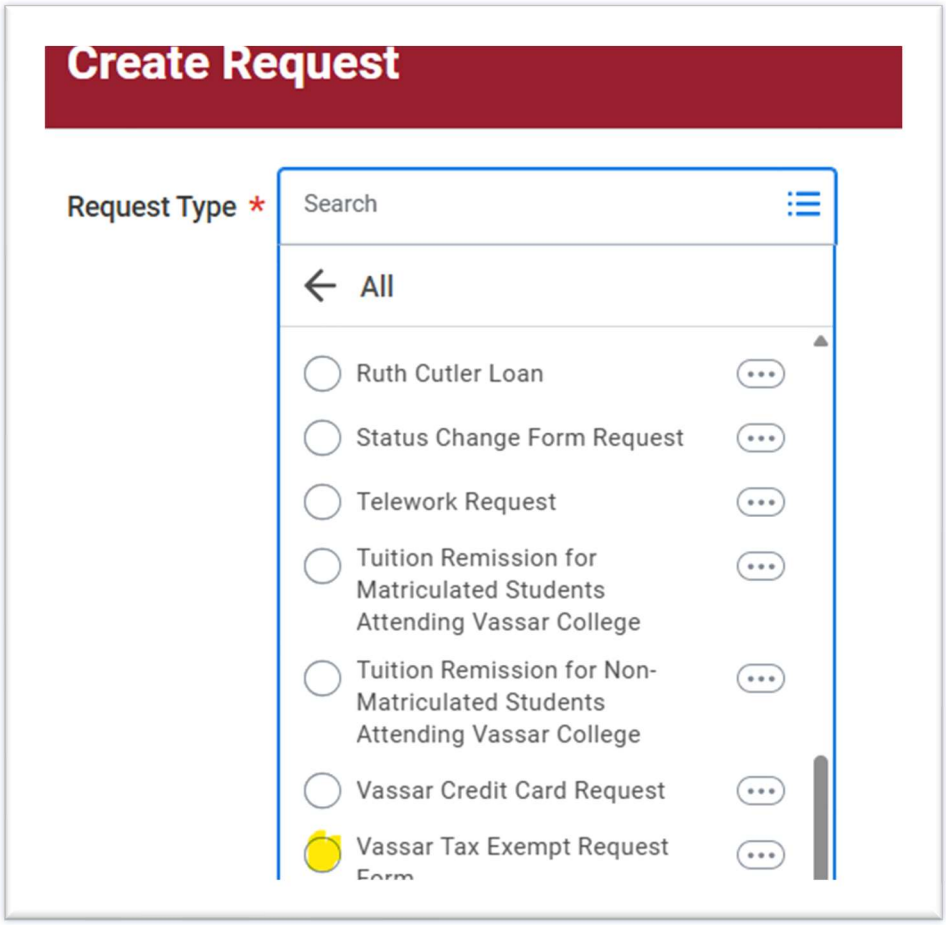
All Employees

Please Note: Vassar's tax-exempt number is located on all company credit cards (125640) right under your name.

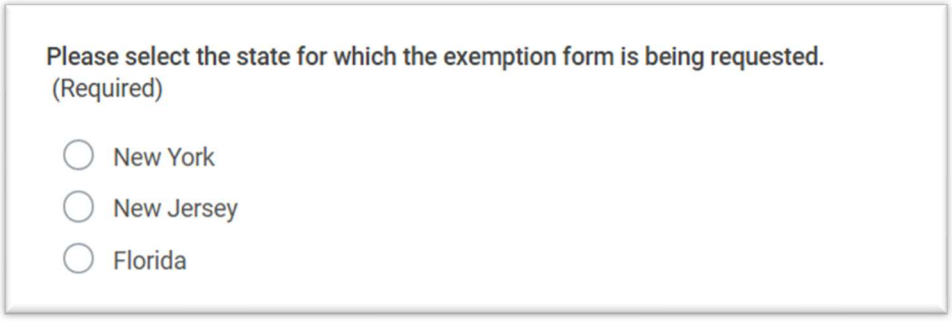
College tax-exempt purchases apply only to goods/services for official college business made with a college-issued payment method: college credit card, purchase order, or college check.

Process Workday Transaction Change Request

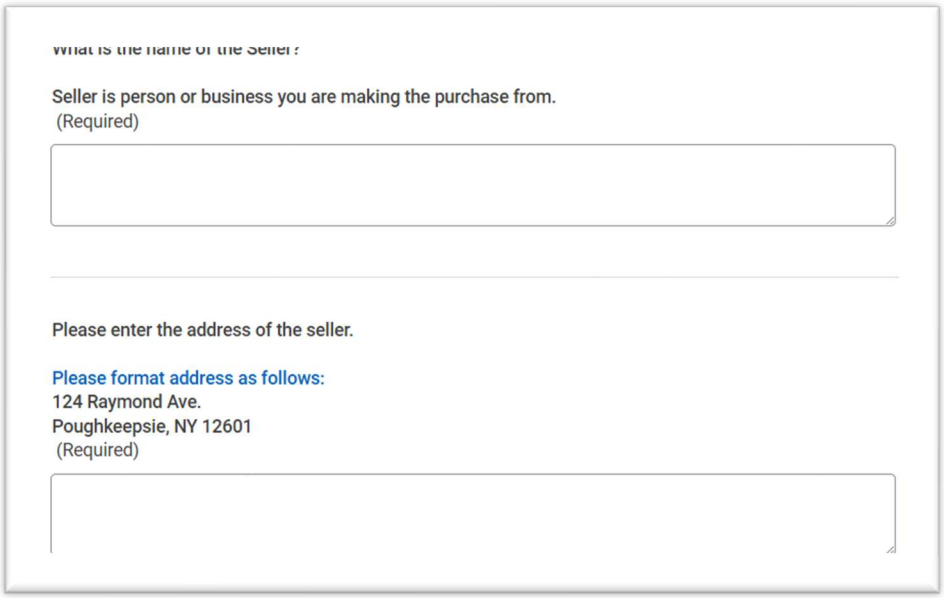
1. Create Request



2. Identify the state where the exempt purchase will take place, not all states are exempt. Limitations apply for Florida.



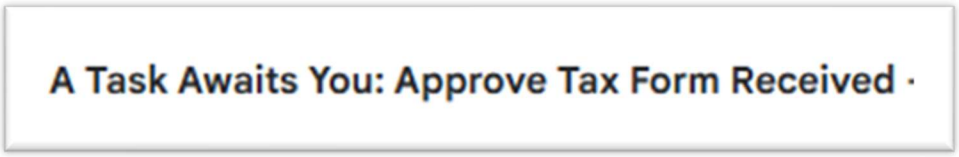
3. Please fill in the name and address of the business in the appropriate fields.



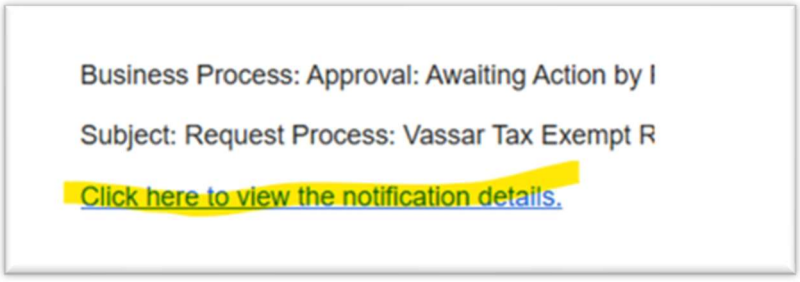
4. Click Submit



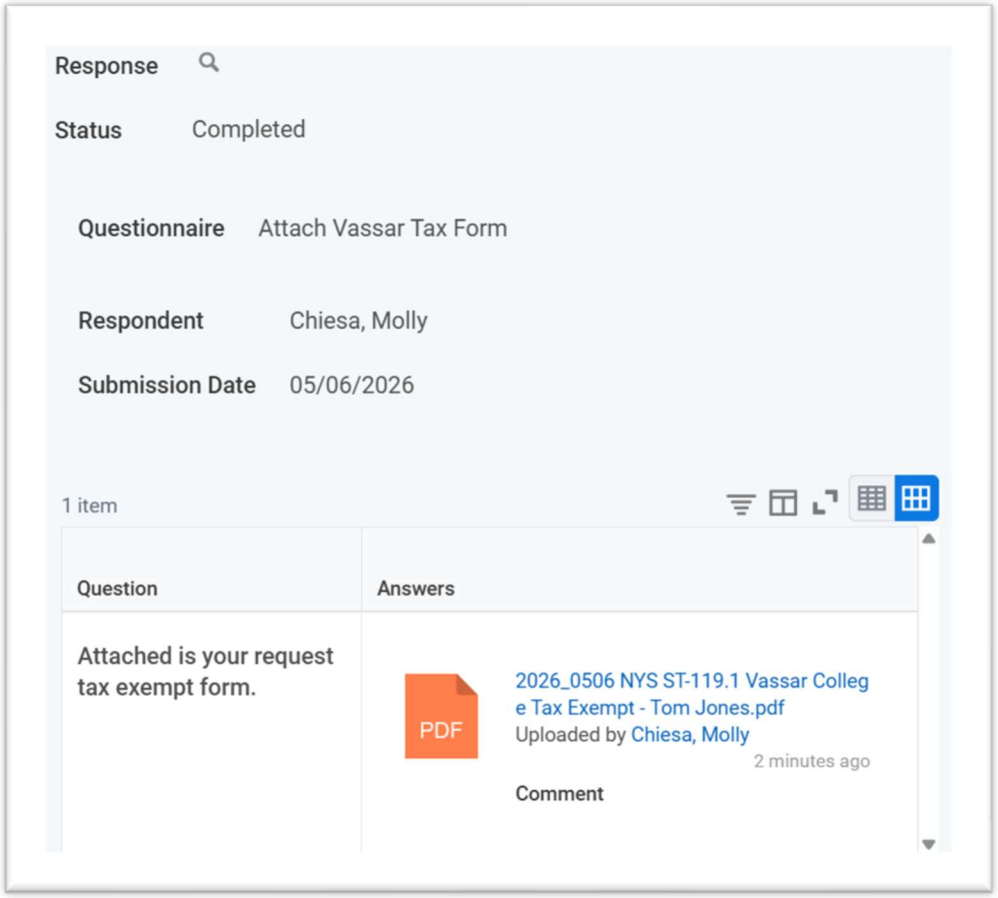
5. You will receive a notification from workday requesting to approve the tax form.



6. Click on the link provided – ***Do not approve at this time***.



7. In the link, scroll down to the bottom of the page and your exempt form will be there and can be downloaded directly to your desktop.



8. Once the Tax-Exempt form is downloaded, please click "Approve" and close out of request.

