



**STATE OF OHIO  
DEPARTMENT OF TAXATION  
CONTRACTOR'S EXEMPTION CERTIFICATE**

**Identification of Contract:**

Contractee's(Owner's) name \_\_\_\_\_

Exact location of job/project \_\_\_\_\_

Name of job/project as it  
appears on contract documentation \_\_\_\_\_

**The undersigned hereby certifies that the tangible personal property purchased under this certificate  
of exemption from:**

\_\_\_\_\_ **Keim Lumber Company** ( vendor's name)

**was purchased for incorporation into:**

- real property under a construction contract with the United States government, its agencies, the State of Ohio, or an Ohio political subdivision
- real property which is owned, or will be accepted for ownership at the time of completion by the United States government, its agencies, the State of Ohio, or an Ohio political subdivision
- a house of public worship or religious education.
- a building used exclusively for charitable purposes by a nonprofit organization operated exclusively for charitable purposes as defined in section 5739.02(B)(12) of the Revised Code.
- the original construction of a sports facility under section 307.696 of the Revised Code.
- a hospital facility entitled to exemption under section 140.08 of the Revised Code.
- a horticulture structure or livestock structure for a person engaged in the business of Horticulture or producing Livestock.

**Contractor / Subcontractor:**

\_\_\_\_\_ *Company Name*

\_\_\_\_\_ *Owner's Name*

**PLEASE PRINT  
CLEARLY**

\_\_\_\_\_ *Street Address*

\_\_\_\_\_ *County*

\_\_\_\_\_ *City*

\_\_\_\_\_ *State*

\_\_\_\_\_ *Zip*

\_\_\_\_\_ *Signature*

\_\_\_\_\_ *Title*

\_\_\_\_\_ *Date Signed*

\_\_\_\_\_ *Telephone*

# INSTRUCTIONS FOR CONTRACTOR-JOB EXEMPTION FORM

To our Contractor / Builder Customers,

As a contractor / builder / carpenter, sometimes you may work on jobs or projects that are exempt from sales tax. If you wish to make sales tax exempt purchases for those jobs, you will need to submit to us a Contractor's Exemption Certificate. Until we receive an approved form, we are required by law to charge sales tax on those jobs. It is not a problem for your jobs to be tax-exempt, we just need the proper forms for our records.

It is important the form is filled out completely and correctly.  
We cannot accept incomplete forms.

1. Print your customers' job information in the "*Identification of Contract*" area;
  - a. This area at the top of the form is for your job information only. Your company information is at the bottom. (See step 3)
2. Check the box which describes the reason for your exemption.
3. Print your company information in the "*Contractor / Subcontractor*" area;
  - a. It is important you fill out every field. If you do not have a company name, use the owners' name. If you have a company name, use both. It is important that either, the company name, or the owner's name matches the name used on all our invoices to you.
4. Sign, title, and date the form.

We apologize for this inconvenience and thank you in advance for your cooperation.

Sincerely,

Lavern Schlabach  
Accounting & Technology Manager  
Keim Lumber Company