

Cardholder Instructions: Sales Tax



Shepherd University is EXEMPT from paying WV Sales Tax.

Prior to making a purchase, **DO INFORM** all vendors in West Virginia that you are tax exempt.

For **ALL** online or corporate accounts **DO CONTACT CUSTOMER SERVICE** and request that your account is set up as tax exempt.

DON'T assume that because a vendor's headquarters is located out of the State of West Virginia, that they are charging you their local sales tax rate.
HINT: Vendor's typically charge the sales tax rate of the state they are shipping into.

DO contact our office and request a tax exemption certificate if a vendor requests a copy.

DO REVIEW your receipts **IMMEDIATELY** (prior to leaving the vendor location) to determine if sales tax was assessed.

DON'T WAIT to request a refund. Most vendors have a short window before they will no longer be able to refund any sales taxes collected.

It is the cardholder's responsibility to have any West Virginia Sales Tax charged to the P-Card refunded back to Shepherd University within one month of being charged. If a vendor is unable to or fails to refund the sales tax collected, it is the responsibility of the cardholder to refund Shepherd University with private funds. Any West Virginia sales tax that is not refunded or reimbursed to Shepherd University within one month of being charged, the cardholder's card limits will automatically be reduced to \$1 until the monies have been received. The cardholder will also be assigned 50 points.