

HPE PTA Tax-Exempt Procedures

Since HPE PTA is a tax-exempt entity, we are not required to pay sales tax at most merchants. Please make every effort to purchase school-related items at one of the following participating merchants. It is not a standard policy of HPE PTA to reimburse sales tax. It saves you and PTA money when you follow these procedures and benefit from our tax-exempt status.

For most of the below locations, you simply need to show them a copy of the tax exempt letter with the EIN number on it. A copy of this letter was included in your room-mom folder and there are also copies of this in the Treasurer file in the workroom at school.

Below are detail descriptions of participating merchants:

HyVee - we are on file as a tax-exempt organization. You may tell them as you check-out and they will look us up. If you have a large purchase, we also have a credit account with them that you may use if you contact me before your purchase. If the credit account is used, the bill will go directly to PTA.

WalMart - Our customer ID is 191159. You will need to go to customer service BEFORE you check-out and get a card with our number on it. Please bring a copy of the letter with you to be sure.

Hobby Lobby - They may ask for this number: 16840500 (State Tax Number). You will need to bring a copy of the letter and will need to fill out a form to receive tax exempt status. You can do this when you check-out.

Michaels - Show the cashier a copy of the letter at check-out and they will issue you a card to use each time you purchase something for HPE.

Deals & Dollar Tree - Show the cashier a copy of the letter at check-out and you will need to fill out a form.

Please note that **Costco and **Sams** will not honor exempt sales tax unless we have a card issued in our name. We have not purchased a card at these locations because it is not cost-effective. If you **have** to purchase something at these locations, we will reimburse you for sales tax.