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To be exempt from paying sales tax in Kansas, the following steps must be followed:

1. Retrieve Kansas Form ST-28 at the following link-  
<https://search.ksrevenue.org/taxis/search/redirect.html?query=st-28&pr=KSRevenue&prox=page&rorder=500&rprox=500&rdfreq=500&rwfreq=500&rlead=500&rdepth=0&sufs=0&order=r&u=https%3A//www.ksrevenue.org/pdf/st28.pdf%23search%3Dst-28>
2. Complete the following:
  - a. Check the 'Blanket Certificate' box
  - b. Name of Purchaser – University of South Alabama
  - c. Purchaser's EIN – 63-0477348
  - d. Business Address – 307 University Blvd., N., Suite AD 170, Mobile, AL 36688
  - e. Reason for Exemption – check the 'Nonprofit public or private educational institution, K.S.A. 79-3606(c)' box
  - f. Authorized Signature – Your signature
  - g. Employer ID Number (EIN) – 63-0477348
  - h. Printed Name – Your name
  - i. Date – Current date
3. Present to completed form to the Seller.