

# FORMAT TO USE FOR ORDERING DEPARTMENT TAX EXEMPT WEAPONS

January 1, 2013

Kiesler Police Supply  
2802 Sable Mill Road  
Jeffersonville, IN 47130

Dear Sirs;

Our department has authorized the purchase of 11 each GLOCK 21 GENERATION 4 WITH GLOCK NIGHT SIGHTS. This will be a departmental tax exempt purchase. Please deduct all federal taxes from the purchase price. FOR DEPARTMENTAL USE ONLY.

If you have any questions about this order please contact me personally at 1-000-000-0000. (YOUR OFFICE TELEPHONE)

Respectfully Submitted,

(Chief, Sheriff or Authorized Signature and Title)

**PLEASE NOTE: PLEASE FOLLOW THIS FORMAT AND PLACE IT ON OFFICIAL DEPARTMENT STATIONERY.  
THIS LETTER IS ONLY TO BE USED IN PLACE OF A DEPARTMENTAL PURCHASE ORDER  
THIS LETTER MUST BE RETURNED WITH A FEDERAL EXCISE TAX EXEMPTION FORM.**

# EXCISE TAX EXEMPTION CERTIFICATE

(For Use by states, territories, or its political subdivisions thereof, or District of Columbia)

(Date) \_\_\_\_\_

I hereby certify that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title of Officer) (State or Local Government)

that I am authorized to execute this certificate; and that (check applicable type of certificate);

The article or articles specified in the accompanying order, or on the reverse side hereof, (or)

All orders placed by the purchaser for the period commencing \_\_\_\_\_ and ending

\_\_\_\_\_ (period not to exceed 12 calendar quarters), are, or will be purchased from  
(Date)

\_\_\_\_\_ for the exclusive use of \_\_\_\_\_ of  
(Name of Manufacturer) (Governmental Unit)

\_\_\_\_\_  
(State or Local Government)

I understand that the exemption from tax in the case of sales and articles under this exemption certificate to a State, etc is limited to the sale of articles purchased for its exclusive use. I understand that fraudulent use of this certificate for the purpose of securing this exemption will subject me and all parties making such fraudulent use of this certificate to all applicable criminal penalties under the Internal Revenue Code.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_

A sale of an article to a State or local government for resale is not considered to be a sale for the "exclusive use" or State or local government within the meaning of section 4221 (a) (4) of the code, and, thereof, such sales may not be made tax-free. Such sales may not be made tax-free even if the resales are made to government employees, or the article is an item of equipment the employee is required to possess in carrying out his/her duties.