



## State of New Mexico

To obtain exemption from Gross Receipts Taxes on the purchase of meals and other tangibles in the state of New Mexico, a non-taxable transaction certificate must be completed and given to the vendor. These certificates **CAN NOT** be used for the purchase of services and the use of hotel rooms, banquet halls and other rented spaces. This form cannot be photocopied and an original must be obtained from the IEEE Tax Department. Please send an email to: [tax-compliance@ieee.org](mailto:tax-compliance@ieee.org)

Complete the “Issued To” area in the top right of the certificate. An officer of the IEEE Conference, Section, or other IEEE organizational unit must sign the certificate in the “Issued By” area. After completion, IEEE keeps the white copy and the yellow copy goes to the vendor. IEEE Organizational Units should return all white copies to the IEEE Tax Compliance Department in Piscataway NJ.

Purchases must be paid for with an IEEE Purchase Card or a check from IEEE, or IEEE Conference, Section, or other IEEE organizational unit bank account. Tax exempt purchases cannot be paid for with cash, personal checks, or personal credit cards.