GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of the Chief Financial Officer  
Office of Tax and Revenue

FEDERALLY CHARTERED CREDIT UNIONS

Dear Sir or Madame:

Your organization is exempt from the District of Columbia Sales and Use Tax as a type of organization described above. In order to make tax-free purchases; a copy of your exemption letter should be given to vendors as evidence of the exempt status. Your organization may only use your exemption letter for purchases of taxable property and services for use and consumption in maintaining, operating, and conducting your activities. Officials, members or employees of your organization may not use your exemption letter for their personal use.

Any purchase made and paid to a vendor by an employee of a Federal Credit Union with cash, personal check or personal credit card is considered a transaction between the employee and the vendor, and the purchase is subject to D.C. sales tax.

Payments to the vendors may be made with a check issued by the Federal Credit Union or a credit card which is billed directly to the Federal Credit Union.

If you have any questions, please call (202) 442-6586 or 442-6588.

Sincerely yours,

[Signature]

Supervisory Tax Auditor  
Review and Conference Section

P.O. Box 556, Washington, D.C. 20044