

## Sales and Use Tax Instructions

As a contractual requirement under Tennessee law, vendors who contract with the state of Tennessee must be registered to collect sales tax if they make sales that are subject to the Tennessee sales and use tax. If you are already registered to collect Tennessee sales and use tax, please provide your registration number: \_\_\_\_\_ N/A \_\_\_\_\_ (Note: This number is NOT your federal ID number.) If you are not registered, please go to [Tennessee Taxpayer Access Point \(TNTAP\)](#) and under the tile “Help”, select View Additional Services. On the next page, under “Additional Assistance” select TN Vendor Contract Questions. This will open a survey designed to evaluate whether you must register for sales and use tax. Based on your responses, you will be directed to either register or will be provided with a letter of exemption from sales tax collection. Please provide a copy of the exemption letter or evidence of registration to Tennessee Tech to satisfy this contractual requirement.