



**STATE OF NEVADA
DEPARTMENT OF TAXATION**

Web Site: <http://tax.nv.gov>

1550 College Parkway, Suite 115
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RENO OFFICE
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Reno, Nevada 89502
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BRIAN SANDOVAL
Governor
ROBERT R. BARENGO
Chair, Nevada Tax Commission
WILLIAM CHISEL
Executive Director

LAS VEGAS OFFICE
Grant Sawyer Office Building, Suite 1300
555 E. Washington Avenue
Las Vegas, Nevada 89101
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HENDERSON OFFICE
2550 Paseo Verde Parkway, Suite 180
Henderson, Nevada 89074
Phone: (702) 486-2300
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CONTRACT EXEMPTION LETTER REQUIREMENTS

THE FOLLOWING INFORMATION IS REQUIRED FOR A CONTRACTOR TO RECEIVE AN EXEMPTION LETTER

1. Complete the CONTRACT SUMMARY SHEET and provide:
 - a. Cover sheet on each contract.
 - b. Who the contract is between (for example: owner, developer or general contractor and/or the general contractor and subcontractor).
 - c. Signature page of each contract, be sure they are signed and dated.
 - d. Project name (name of project name listed on contract)
 - e. The address or description of **physical** location where the work is to be completed.
 - f. Description of work to be done and materials to be used, commonly known as "furnish and install".

2. Mail copies to:

Department of Taxation
Contract Exemptions
1550 College Pkwy Rm 115
Carson City, NV 89706

If you have questions regarding the requested information, please contact Andy Hadwick at (775) 684-2098 or Jodie Tonkin at (775) 684-2129