



SCHOOL SUPPLY DRIVE

TAX-EXEMPT INFORMATION AND FORM

- 1. Inform the cashier that you are making a tax-exempt purchase before beginning to check-out.**
- 2. The tax-exempt form you need is included in this packet. AHUMC's Tax ID number is included in the first line of the attached form.**
- 3. FOR HEB:**
Sign, date, and turn the small HEB form in with your purchase.
- 4. FOR OFFICE DEPOT/OFFICE MAX:**
AHUMC's tax-exempt application is already on file. Provide the cashier AHUMC's phone number (210-826-3215) and they will retrieve the tax-exempt number on file to complete the transaction.
- 5. FOR DOLLAR TREE:**
The cashier will collect the signed tax-exempt form included here. AHUMC's Tax ID number is written in the corner. *(There are two tax-exempt forms provided in this packet.)*
- 6. FOR TARGET:**
The requirements are the same as Dollar Tree. *(Except they may not collect the form.)*
- 7. FOR DOLLAR GENERAL and WALMART:**
Both of these companies require a special tax-exempt card that is difficult to secure. It might be easier to tax-exempt shop elsewhere.