
To be exempt from paying sales tax in Idaho, the following steps must be followed:

1. Retrieve Idaho Form ST-101 at the following link-
<https://tax.idaho.gov/s-results-form.cfm?doc=EFO00149>
2. Complete the following:
 - a. Buyer's name – University of South Alabama
 - b. Address – 307 University Blvd., N., Suite AD 170
 - c. City – Mobile
 - d. State – Alabama
 - e. Zip Code – 36688
 - f. Line 3 – check 'Nonprofit School'
 - g. Buyer's Federal EIN – 63-0477348
 - h. Buyer's signature – Your signature
 - i. Title – Your title
 - j. Date – Current date