



**STATE OF NEVADA
DEPARTMENT OF TAXATION**

Web Site: <http://tax.state.nv.us>

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
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Las Vegas, Nevada 89101
Phone: (702) 486-2300 Fax: (702) 486-2373

HENDERSON OFFICE
2550 Paseo Verde Parkway, Suite 180
Henderson, Nevada 89074
Phone: (702) 486-2300
Fax: (702) 486-3377

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