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Dear Valued Customer:

As a nonprofit entity, RTI is eligible for a refund of NC sales and use tax paid on building materials, supplies, fixtures and equipment which become part of or annexed to a building or structure owned or leased by RTI. To claim the refund, RTI must maintain documentation of these taxes on certified statements from the contractor/supplier or subcontractor who purchased the items.

Contractor/Supplier Requirements:

- When bidding work, the submitted proposal **shall not** include North Carolina sales or use taxes, as these will be reimbursed separately. Contractors/Suppliers must document these taxes on a **separate payment application when invoicing the work.**
- Contractors/Suppliers are responsible for obtaining documentation of tax paid by their subcontractors for inclusion in the application for reimbursement submitted to RTI.
- RTI's standard application for reimbursement of NC sales tax on construction materials and instructions for submitting the application are available at www.rti.org/taxdocs.
- Contractors/Suppliers must complete both the Summary Schedule and Detail Attachment tabs on the [Certified Contractor Sales Tax Statement and Application for Reimbursement.xlsx](#), paying close attention to the rate applied to your purchases. The sales tax reimbursement worksheet must be in PDF format and sent in a single attachment along with the standard pay application to accounting@rti.org

Thank you for your continued cooperation and assistance in meeting these documentation requirements. These forms are like those used by other NC nonprofits and local governments. Should you have any questions or need additional information, please email acolejr@rti.org.