

Nonprofit and Governmental Entity Claim for Refund State, County, and Transit Sales and Use Taxes

North Carolina Department of Revenue

Complete all of the information in this section.

Legal Name (First 32 Characters) (USE CAPITAL LETTERS FOR YOUR NAME AND ADDRESS)				Account ID
Mailing Address				Federal Employer ID Number
City	State	Zip Code	County	Period Beginning (MM-DD-YY)
Name of Person We Should Contact if We Have Questions About This Claim			Contact Telephone	Period Ending (MM-DD-YY)

Fill in the circle that describes your organization.

Nonprofit entity as defined in G.S. 105-164.14(b) (Semiannually)

Governmental entity as defined in G.S. 105-164.14(c) (Annually)

National Taxonomy of Exempt Entities Number ▶ (Nonprofit Entity Only)

1. Name of Taxing County
(If more than one county, see instructions on reverse and attach Form E-536R.)

	State	County & Transit
2. Total Purchases of Tangible Personal Property for Use on Which North Carolina State or County & Transit Sales or Use Tax Has Been Paid Directly to Retailers (Do not include tax paid, purchases for resale, or items described in Line 3.)	▶	
3. Amount of Sales and Use Tax Paid Directly to Retailers on Purchases for Use (Do not include tax paid on any of the following: - electricity, piped natural gas, or telecommunications and ancillary services - the purchase, lease, or rental of motor vehicles - local occupancy or local prepared food and beverage taxes - scrap tire disposal or white goods disposal taxes - reimbursements for travel expenses - alcoholic beverages)	▶	
4. Amount of Sales and Use Tax Paid Indirectly on Building Materials and Supplies as Shown on Contractors' Statements	▶	
5. Amount of Use Tax Paid Directly to the Department of Revenue by the entity (Do not include tax collected and remitted on sales made by the entity.)	▶	
6. Total Tax (Add Lines 3, 4, and 5. County & Transit tax must be identified by rate on Line 8.)		
7. Total Refund Requested (Add State and County & Transit tax on Line 6.)		\$
8. Allocation of County & Transit Tax on Line 6 (Enter the county & transit tax paid at each applicable rate. If you paid more than one county's tax, see the instructions on Page 2 and attach Form E-536R.)		
	Food 2.00% Tax	County 2.00% Tax
		County 2.25% Tax
		Transit 0.50% Tax

Signature: _____ Date: _____
I certify that, to the best of my knowledge, this claim is accurate and complete.

Title: _____ Telephone: _____

For Departmental Use Only																																																																																							
State Tax	County Tax	Transit Tax	Total Tax																																																																																				
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Refund Approved: As Filed As Corrected By: _____ Date: _____

E-585

Web-Fill
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General Instructions

- Use blue or black ink to complete this form. An Account ID is required to process the claim. **If your entity's address has changed since the last refund was requested, complete Form NC-AC, Business Address Correction, available on the Department's website at <http://www.dor.state.nc.us/downloads/sales.html> and mail to the address shown on the form.**
- This form is to be filed by the following entities as specified:
 - **Nonprofit entities as permitted in G.S. 105-164.14(b):** Claims for refund of taxes paid during the first six months of the calendar year are due to be filed by October 15 of that year. Claims for refund of taxes paid during the last six months of the calendar year are due to be filed by April 15 of the following year. Enter the National Taxonomy of Exempt Entities ("NTEE") code under which the entity is classified. The NTEE code system is used by the Internal Revenue Service and the National Center for Charitable Statistics to classify nonprofit organizations.
 - **Governmental entities as permitted in G.S. 105-164.14(c):** Claims for refund are due on a fiscal year basis within six months of the close of the fiscal year of the claimant. (Effective July 1, 2005, the State sales and use tax is not subject to refund for local school administrative units and joint agencies created by interlocal agreement among local school administrative units pursuant to G.S. 160A-462. Only the county sales and use tax is subject to refund.

Refund claims filed more than 3 years after the due date cannot be accepted by the Department.

- Visit the Department's website, <http://www.dornc.com/taxes/sales/taxrates.html>, to determine the rate in effect for the period of the refund. Effective dates for county and transit rates are also shown at the bottom of Form E-536R, Schedule of County Sales and Use Taxes for Refund, available on the Department's website.
- Records must be maintained on a **county by county** basis to identify purchases of tangible personal property, county & transit tax paid directly to retailers on purchases for use as shown on sales receipts and invoices, county & transit tax paid indirectly on building materials and supplies as shown on contractors' statements, and county & transit tax paid directly to the Department of Revenue.
- Records must be maintained for direct purchases and contractor purchases as specified:
 - **Direct Purchases** - Adequate documentation for tax paid directly to the vendor is an invoice or copy of an invoice that identifies the item purchased, the date of the purchase, the cost of the item, and the amount of sales or use tax paid. Reimbursements for travel expenses are not considered to be a direct purchase; therefore, the sales or use tax is not refundable.
 - **Contractor Purchases** - Adequate documentation for contractor purchases is a certified statement from the contractor or subcontractor that purchased the items. The statement must indicate the item purchased, the vendor from whom it was purchased, the invoice number of the purchase, the cost of the item, and the amount of sales and use tax paid. Only items that become part of a building the nonprofit entity owns or leases and uses to conduct its nonprofit activities are eligible for a refund.
- The Department will take one of the following actions within six months after the date the claim is filed:
 - (1) Send the requested refund to you;
 - (2) Adjust the amount of the refund;
 - (3) Deny the refund; or
 - (4) Request additional information.

If the Department does not take one of the actions within six months, the inaction is considered a proposed denial of the requested refund. If you object to a proposed denial of a refund, you may request a Departmental review of the action provided the request is made in writing and filed within 45 days of the date the notice of proposed denial was mailed to you. If the Department has not taken action within six months after the date the claim was filed, a request for review can be filed at any time between the end of the six-month period and when the Department takes a prescribed action. If a timely request for a Departmental review is not filed, the proposed action is final and is not subject to further administrative or judicial review.

If you have questions about how to complete this form, more detailed instructions can be found on our website at www.dornc.com/downloads/e585_faqs.pdf or you can call the Taxpayer Assistance and Collection Center at 1-877-252-3052 (toll-free).

Line by Line Instructions

Line 1 - If all taxes were paid in **only one** county, enter the name of that county. If you made purchases and paid county and transit tax in more than one county, do not list a county on Line 1.

For Lines 2 through 6, local school administrative units and joint agencies should only complete the County & Transit column.

Line 2 - Enter in the State column the total amount of purchases of tangible personal property for use on which State sales or use tax was paid to retailers. Enter in the County & Transit column the total amount of purchases of tangible personal property for use on which county and transit sales or use tax was paid to retailers.

For Lines 3 through 6, State tax must be entered in the State column and county and transit tax must be entered in the County & Transit column.

Line 3 - Enter the amount of sales and use tax paid directly to retailers on purchases for use, as shown on sales receipts or invoices. Do not include tax paid on nonrefundable purchases as described on the front of claim form.

Line 4 - Enter the total amount of sales and use tax paid indirectly on building materials and supplies as shown on contractors' statements.

Line 5 - Enter the total amount of use tax paid to the Department by your entity on its sales and use tax returns. **Do not include tax collected and paid on taxable sales made by your entity.**

Line 6 - Add the amounts of tax by column on Lines 3, 4, and 5 and enter the sum.

Line 7 - Add the State and County & Transit taxes on Line 6 and enter the sum. This is the total amount of refund requested for the period.

Line 8 - Allocate the amount of county and transit taxes included on Line 6 in the County & Transit Tax column to the applicable rate. If county tax was paid for more than one county, complete Form E-536R, Schedule of County Sales and Use Taxes for Claims for Refund, to identify the applicable rates and individual counties to which tax was paid for the period. The total of all entries on Form E-536R must equal the county and transit tax shown on Line 6.