



JIM GIBBONS  
*Governor*

THOMAS R. SHEETS  
*Chair, Nevada Tax Commission*

DINO DICIANNO  
*Executive Director*

STATE OF NEVADA  
**DEPARTMENT OF TAXATION**

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

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Carson City, Nevada 89706-7937  
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LAS VEGAS OFFICE  
Grant Sawyer Office Building, Suite 1300  
555 E. Washington Avenue  
Las Vegas, Nevada, 89101  
Phone: (702) 486-2300 Fax: (702) 486-2373

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4600 Kietzke Lane  
Building L, Suite 235  
Reno, Nevada 89502  
Phone: (775) 688-1295  
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HENDERSON OFFICE  
2550 Paseo Verde Parkway Suite 180  
Henderson, Nevada 89074  
Phone: (702) 486-2300  
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## **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