



Instructions for Sales Tax Exempt Purchases

Footlite Musicals Inc. is exempt from Indiana Sales Tax. Most vendors will honor this agreement when provided with Form ST105. Some vendors have a list of exempt vendors and issue their own reference number. A list of the primary vendors and their individual processes are described below. If there is an organization that you want added to this list, please contact Barbara Uggen-Davis, Treasurer at treasurer@footlite.org.

For all vendors, it is necessary to know our legal name, address and telephone number: Footlite Musicals Inc. 1847 N. Alabama Street Indianapolis IN 46202 (317) 926-6630.

IMPORTANT: Prior to ringing up the purchase, notify the cashier that it is a tax-exempt purchase.

The following vendors have issued an internal ID #. Before ringing up your purchase, inform the cashier that it is a tax exempt purchase and give them the ID listed below.

Vendor	Internal Tax Exempt ID #
Office Depot	10891572
OfficeMax	000302224471
Staples	3912242124
Walmart	1874120

The following vendors have Footlite Musicals in their computer system. Notify the cashier that it is a tax-exempt purchase and provide them the theater name and telephone number – Footlite Musicals, (317) 926-6630.

- Home Depot
- Lowes
- Menards
- Indy Stage – *please have them add the show name to the invoice*

The following vendors have special instructions.

- O’Malia – Before shopping, present Form ST105 at customer service counter.
- Sams Club - Must have a valid Footlite membership card and Footlite credit card.

For all other vendors, please provide the completed Form ST105 to the cashier before making your purchase.