

September 23, 2025

TO OUR SUPPLIERS

To Whom it May Concern:

We receive numerous requests from our suppliers to provide credit information and to complete various credit application forms.

Attached is a copy of the Georgia sales tax exemption letter for Emory University and Emory University Hospitals. We request that you exclude sales tax from all invoices billed to the above.

The University's Federal Tax I.D. Number is 58-0566256. The University is listed in Dun and Bradstreet, Number 06-646-9933.

The University has banking relationships and accounts with many banks. Our major accounts are with:

Bank of America, N.A.
Truist Bank
Wells Fargo Bank, N.A.

The following is a link to the financial statements for the fiscal year ended August 31, 2024, which were audited by KPMG LLP.

https://finance.emory.edu/home/financedivision/_includes/documents/audit-fy24.pdf

The principal officers for finance and business affairs are:

Ms. Pimolrat Thukral, Senior Vice President for Finance and Treasury, Chief Financial Officer
Mr. Ajay Patel, Chief Procurement Officer

All questions concerning the University's Procurement Policies and Procedures should be directed to Mr. Ajay Patel, Chief Procurement Officer, Emory University, Atlanta, Georgia 30322.

Yours truly,



Ms. Pimolrat Thukral
Senior Vice President for Finance and Treasury,
Chief Financial Officer

Emory University
1599 Clifton Road, 3rd Floor
Atlanta, Georgia 30322

An equal opportunity, affirmative action university



State of Georgia

Douglas J. MacSinnittie
Commissioner

Department of Revenue
Administrative Division - Office of Tax Policy
Suite 15311
1800 Century Blvd.
Atlanta, Georgia 30345-3205
(404) 417-6649

Frank M. O'Connell
Director

LETTER OF AUTHORIZATION
Private College or University
Emory University
EIN: 58-0566256

Pursuant to O.C.G.A. § 48-8-3(9), the above referenced institution is hereby authorized to purchase tangible personal property and services to be used exclusively for educational purposes without payment of Georgia sales and use tax.

This authorization is valid only for purchases of tangible personal property, accommodations, and services to be used exclusively for educational purposes. This authorization is not valid for the purchase of tangible personal property to be incorporated into real property. Nor is this authorization valid for the purchase of gasoline, or other motor fuels for on-highway use.

This exemption does not extend to the institution's responsibility to collect sales tax on sales of tangible personal property, or admission charges for athletic events or other activities.

One copy of this Letter of Authorization must be furnished to each supplier from whom exempt purchases are made in order to relieve the dealer from the collection of Georgia sales and use tax. The supplier must maintain a copy of this Letter of Authorization for audit purposes. This Letter of Authorization does not expire and does not require the use of a sales and use tax registration number.

Questions related to this document may be directed to (404) 417-6656.

Andrea Shepard
Tax Policy Analyst