



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date: 10-22-2012
Volume:	X	Forms	
Chapter:	A	Forms	
Subchapter:	1	Forms	
Issuance:	ST.4	ST-4 Form, Sales Tax Exempt Use Certificate	

The State of New Jersey ST-4 Form, Sales Tax Exempt Use Certificate, complete with its own on-line instructions is located on-line as a Treasury Form at: http://www.state.nj.us/treasury/taxation/pdf/other_forms/sales/st4.pdf.

The form can be completed on line and then printed.

WHEN TO USE IT

The ST-4 Form is used to exempt State Agencies from paying sales tax for expenditures. These tax exempt expenditures are made by DCF employees when conducting State business only.

HOW TO USE IT

Complete ST-4 forms in duplicate for all vendors utilized by the Department. (See complete instructions included on-line with the ST-4 form).

DISTRIBUTION

- Original - Vendor
- Copy - Agency/Local Office