

Little Traverse Bay Bands of Odawa Indians - Department of Commerce
 7500 Odawa Circle. Harbor Springs, MI 49740 – DOC@ltbbodawa-nsn.gov – (ph) 231-242-1584

Request for Tribal Certificate of Exemption (TCE) for Resident Tribal Citizens (RTC)

Please return completed form to the LTBB Department of Commerce (DOC) with a copy of your Tribal ID. DOC has up to 96 hours to process a request once all documentation has been received. Your physical home address at the time of purchase must match the address record on file with the LTBB Enrollment Department. DOC advises that your driver's license address record matches what is stated on this form to avoid potential issues with outside entities (i.e., Secretary of State, dealerships, etc.). Please contact the LTBB DOC office if this TCE is not used.

First Name	Middle Initial	Last Name	LTBB Enrollment #	Last 4 of SSN
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Your Physical Home Address at the Time of Purchase	City	State	Zip Code	Phone Number
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Seller/Dealership Name for your Purchase	Address	City, State, Zip Code	Phone Number
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Has tax already been paid on this purchase, and you are now needing to request a refund from the MI Dept of Treasury? YES NO

Will anyone else besides yourself be listed as an owner on the deed/title for this purchase (50% exemption may apply)? YES NO

If YES, AND the other owner is an LTBB Resident Tribal Citizen – fill out the information directly below and submit a copy of the Tribal ID.

First Name	Middle Initial	Last Name	LTBB Enrollment #	Last 4 of SSN
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Physical Home Address at the Time of Purchase	City	State	Zip Code	Last 4 of SSN
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Passenger vehicle including automobile, pick-up truck, recreational vehicle (RV), and motorcycle; recreational watercraft; snowmobile; or off-road vehicle - must be purchased for non-commercial use, used primarily by the RTC, and principally garaged, berthed, or stored within the Tax Agreement Area (*If the item is transferred to a non-RTC relative and the transfer would be exempt under MCL 205.93(3)(a) or MCL 205.94bb, the RTC shall reimburse the State, within 30 days of the date of transfer, an amount equal to the current sales or use tax rate times the retail dollar value of the item at the time of transfer. This is not required where the retail dollar value at the time of transfer is below \$2,000 for a passenger vehicle or below \$1,000 for other enumerated items.)

Year	Make	Model	VIN – please be clear between “0” and “O” and “5” and “S”
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Home improvement/renovation/construction materials – must be for RTC's principal residence & permanently affixed to the real property (*Where the RTC seeks exemption claimed under this section or the modular/mobile home section for the purchase, construction, renovation, or improvement of a new principal residence, the RTC shall repay to the State any previously received exemption claimed under this section or the modular/mobile home section for the purchase, construction, renovation, or improvement of his/her previous principal residence for a period of two years immediately preceding the purchase of the item(s) on which the exemption is to be claimed. Repayment is not required where the cumulative cost of the previously purchased items for which exemption was received does not exceed \$2,000 for the two-year period.)

Items to be purchased (attach a separate sheet if necessary)

Is a contractor purchasing the tax-exempt materials on your behalf? YES or NO If yes, please fill out the line below and submit a Signed Statement from the contractor which contains: 1) the location at which materials will be affixed to real estate, 2) the date the work will be performed, 3) an estimate as to the amount that will be paid for the materials, and 4) Contractor's name, signature and date. A template is available on the LTBB DOC web page, or one can be provided by mail/email upon request.

Contractor's Name	Address	City, State, Zip Code	Phone Number
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Modular or Mobile Home to be used as the RTC's principal residence (*If the mobile home is transferred to a non-RTC relative and the transfer would be exempt under MCL 205.93(3)(a), the RTC shall reimburse the State, within 30 days of the date of transfer, an amount equal to the current sales or use tax rate times the retail dollar value of the mobile home at the time of transfer. This is not required where the retail dollar value of the mobile home at the time of transfer is below \$2,000. *Where the RTC seeks exemption claimed under this section or the home improvement/renovation/construction materials section for the purchase, construction, renovation, or improvement of a new principal residence, the RTC shall repay to the State any previously received exemption claimed under this section or the home improvement/renovation/construction materials section for the purchase, construction, renovation, or improvement of his/her previous principal residence for a period of two years immediately preceding the purchase of the item(s) on which the exemption is to be claimed. Repayment is not required where the cumulative cost of the previously purchased items for which exemption was received does not exceed \$2,000 for the two-year period.)

Year	Make	Model	Modular ID/Serial #	Physical address where modular/mobile home will be located
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Tangible personal property acquired for use in exercising a treaty fishing right - must be purchased or acquired within the Tax Agreement Area

Items to be purchased (include VIN where necessary – please be clear between “0” and “O” and “5” and “S”)

By signing below, I certify that the information stated herein is true and accurate, and that I reside in the LTBB Tax Agreement Area at the time of purchase. I understand that purchasing items under fraudulent circumstances may result in refunding the sales/use tax to the State of Michigan and/or prosecution.

Signature of Resident Tribal Citizen (RTC)	Date	Signature of Parent/Guardian of Minor RTC	Date
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