

Tax Exemption Certificate Process

Uploading Your Tax Exemption Certificate

Thank you for providing your Tax Exemption Certificate. To ensure compliance and process your exemption correctly, please follow these instructions:

1. Log In / Access Account

- Sign into your account on our site (or the portal you use for placing orders).

2. Go to Tax Exemption Section

- If you are a reseller / non-profit / governmental entity / etc., ensure you have the required status verified.

3. Prepare Your Certificate

- The certificate must be **valid, legible, and complete**.
- Must contain all of the following:
 - Full name of the entity applying for exemption.
 - Address of the entity.
 - Type of business (or the reason for the exemption: Resale, Non-profit, Government, etc.).
 - State issuing the exemption.
 - The tax exemption number or state registration number / seller permit number, as required by your state.
 - Effective date (and expiration date, if applicable).
 - Signature of an authorized person (owner / officer / otherwise authorized signer). In many states this is required for the certificate to be valid.
 - Date signed.

4. Upload the Certificate File

- Acceptable file formats: **PDF, JPG / JPEG, PNG**. (or whatever is acceptable)
- Ensure that file is clear and legible, no information cropped or missing

5. Enter Supporting Information in Required Fields

- State issuing the exemption.
- Tax Exemption Number or Permit Number.
- Exemption Type (resale, non-profit, governmental, etc.).
- Start date and end date (if expiration is specified).
- Etc

6. Submit for Review

- Click **Upload** (or “Choose File”) and select your certificate file.
- Then click **Submit / Add / Save** to send your certificate to us for review.

7. Keep Records Updated

- If your certificate expires, or information (name, address, exemption number) changes, upload the updated certificate as soon as possible.
 - If required by your state, you may need to renew periodically.
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