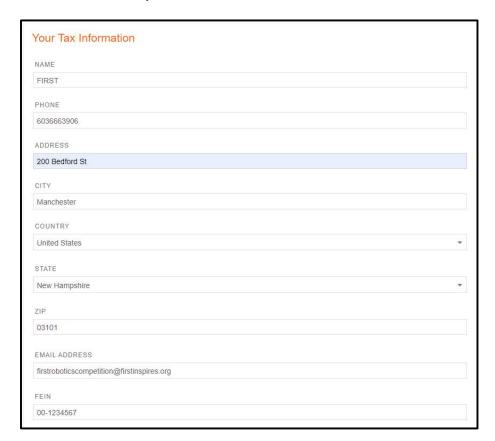
Sales Tax Exempt Form Upload Tips

Your Tax Information (Name, Phone, Address, City, Country, State, Zip, email address, FEIN)

- ✓ Use the name of the organization that is tax exempt (**not your personal name**)
- ✓ Use the Address of the organization that is tax exempt
- ✓ **FEIN** is the Employer Identification Number, also known as the Federal Employer Identification Number or the Federal Tax Identification Number, is a unique **nine-digit number** assigned by the Internal Revenue Service (**we cannot provide you with this number**)



Please select a reason for creating this document.

Multiple choice options provided*:

- 1. Purchase should be taxable
- 2. Purchase will be used by a charitable non-profit organization
- 3. Purchase will be used by a religious organization
- 4. Purchase will be used by the federal government

- 5. Purchase will be used by the tribal government agencies
- 6. Purchase will be used in another exempt manner not listed above

*FIRST® cannot provide you with the correct selection for your organization. Please contact someone in the administration office of your organization for the answer to this question

| Select a reason for creating this document |
|---|
| O Purchase should be taxable |
| Purchase will be used by a charitable non-profit organization |
| O Purchase will be used by a religious organization |
| O Purchase will be used by the federal government |
| O Purchase will be used by the local government |
| O Purchase will be used by the state and/or local government agencies |
| O Purchase will be used by tribal government agencies |

Tips for the tax exempt form that you <u>upload:</u> A W-9 form is not a tax exempt form and <u>WILL NOT</u> be accepted

- ✓ If your tax exempt form has "Seller/Vendor" and/or address section:
 - *FIRST*[®] (is the seller)
 - o FIRST address: 200 Bedford St. Manchester NH, 03101
- ✓ If your tax exempt form has "Description or Reason for purchasing" section:
 - o Answer: Registration fees and competition products
- ✓ Make sure your Tax Exempt form is dated (if applicable)
- ✓ Make sure your tax exempt form is signed (if applicable)

