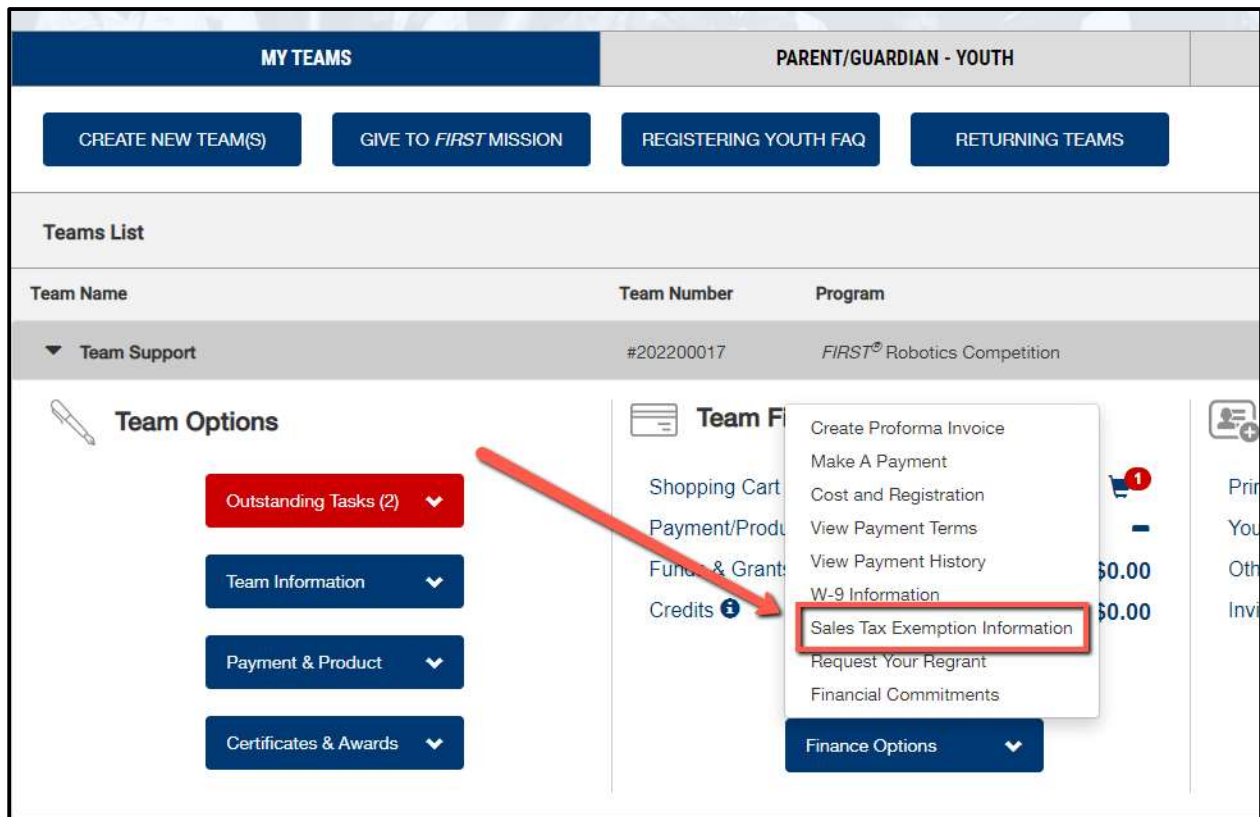


Upload Tax Exempt Form Instructions

Lead mentors and team admins can upload their team's tax exemption form by following these steps:

1. Log into your *FIRST*® account dashboard at www.firstinspires.org
2. Click your MY TEAMS tab
3. Click the “Finance Options” drop-down in the “Team Finances” column
4. Select “Sales Tax Exemption Information”



The screenshot displays the 'MY TEAMS' dashboard. At the top, there are navigation tabs for 'MY TEAMS' and 'PARENT/GUARDIAN - YOUTH'. Below these are four buttons: 'CREATE NEW TEAM(S)', 'GIVE TO FIRST MISSION', 'REGISTERING YOUTH FAQ', and 'RETURNING TEAMS'. A 'Teams List' section shows a table with columns for 'Team Name', 'Team Number', and 'Program'. One team is listed: 'Team Support' with team number '#202200017' and program 'FIRST® Robotics Competition'. Below the table, there are 'Team Options' (Outstanding Tasks (2), Team Information, Payment & Product, Certificates & Awards) and 'Team Finances' (Shopping Cart, Payment/Product, Funds & Grants, Credits). A dropdown menu is open under 'Team Finances', listing options like 'Create Proforma Invoice', 'Make A Payment', 'Cost and Registration', 'View Payment Terms', 'View Payment History', 'W-9 Information', 'Sales Tax Exemption Information', 'Request Your Regrant', and 'Financial Commitments'. The 'Sales Tax Exemption Information' option is highlighted with a red box. A red arrow points from the 'Sales Tax Exemption Information' option in the dropdown menu to the 'Finance Options' dropdown button below it.

5. Click the “Sales Tax Exemption Form” hyperlink

FINANCIAL FORMS

Sales Tax and Tax Exemption are based on your team's "Ship to" or "Event Address" where applicable. To be exempt in that State, we need a valid exemption certificate from that State. If your "Ship to" or "Event Address" is in a State that is a sales tax-exempt State, we do not need a tax exemption form. If Seller is required on your form it MUST reflect: FIRST, 200 Bedford Street, Manchester, NH 03101.

Financial Forms

Team/Account #: 202200038
 Name: Test Team
 Program: FIRST Robotics Competition

Team W9 Information

Sales Tax Exempt Form

6. Select your team's state in the "Ship to State" drop-down
7. Click the "Add Sales Tax Exemption Form" button

Sales Tax Exemption Form Information

Team/Account #: 202200017
 Name: Team Support
 Program: FIRST Robotics Competition

Upload Your Sales Tax Exempt Form

Certificate State	Certificate Status	Date Uploaded	Date Expires	Certificate Number
This organization has requested that their exemption certificate be kept confidential. In order to obtain a copy of this form, please reach out to your organization's business office				

Massachusetts

8. If you have multiple teams, you will be asked if you want to apply this sales tax exemption form to any of your other teams. Check off the box, "Apply Tax Exempt Form" for any applicable teams, and click "Continue"

Will any of the following teams be using this same tax exempt form? If so, select the teams and click continue.
Once you select continue, your request to have your certificate linked to your other teams that you have selected will be sent to salestax@firstinspires.org. Please allow 2-5 business days for your request to be processed. Once complete, you will receive an email notifying you that your certificate is linked to the requested teams.

Program	Team Number	Team Name	Apply Tax Exempt Form	Status
FLL	202100134	Team Support	<input checked="" type="checkbox"/>	
FTC	202100105	Team Support	<input checked="" type="checkbox"/>	

9. Enter the fields with your organization's sales tax information and click "Save and Continue"

Your Tax Information

NAME
FIRST

PHONE
603-666-3906

ADDRESS
200 Bedford St

CITY
Manchester

COUNTRY
United States

STATE
New Hampshire

ZIP
03101

EMAIL ADDRESS
customerservice@firstinspires.org

FEIN
00-0000000

10. Select the reason for creating this document and click “Save and Continue”
- FIRST*® cannot provide you with the correct selection for your organization. If you do not know the correct selection for your organization, contact someone in the administration office for the answer to this question.

Select a reason for creating this document

- Purchase should be taxable
- Purchase will be used by a charitable non-profit organization
- Purchase will be used by a religious organization
- Purchase will be used by the federal government
- Purchase will be used by the local government
- Purchase will be used by the state and/or local government agencies
- Purchase will be used by tribal government agencies

PREVIOUS SAVE AND CONTINUE

A red arrow points from the 'Purchase will be used by the state and/or local government agencies' option to the 'SAVE AND CONTINUE' button, which is also highlighted with a red box.

11. Click “Upload” to upload your team’s sales tax exemption form

Click here to upload a .pdf, .jpeg, .tiff, or .png file.

If you are on a mobile device, you can upload pictures from your photo library or use the camera to take a picture.

UPLOAD

PREVIOUS

A red arrow points from the text 'Click here to upload...' to the 'UPLOAD' button, which is highlighted with a red box.

Congratulations, you successfully uploaded your team's sales tax exemption form!

Congratulations!

You have successfully created a document for customer ACCTSTAGINGFRC386287.