



Dear burton + BURTON® Customer:

In order to complete the setup of your account, we need to have a copy of your Sales and Use Tax Exemption on file.

Please send us a completed copy of the attached Sales and Use Tax Exemption using one of the following methods:

1. Scan and email the completed form to [salestax@burtonandburton.com](mailto:salestax@burtonandburton.com)
- or-
2. Fax the completed form **toll-free to 800-352-9410**
- or-
3. Return the form by mail to: burton + BURTON®  
Attn: Sales Tax Form  
325 Cleveland Rd  
Bogart GA 30622

Be sure your State Registration, Seller's Permit, or ID Number and signature appear where indicated on the form. **Please return this form ASAP to prevent any disruption in service on your account.**

Your cooperation in returning the completed and signed exemption form is greatly appreciated. If you have any questions, please let us know.

Sincerely,

burton + BURTON®

325 Cleveland Road  
Bogart GA 30622  
800-241-2094  
Fax 800-880-9759  
[www.burtonandburton.com](http://www.burtonandburton.com)

Form ST-10

COMMONWEALTH OF VIRGINIA
SALES AND USE TAX CERTIFICATE OF EXEMPTION

For use by a Virginia dealer who purchases tangible personal property for resale,
or for lease or rental, or who purchases materials or containers
to package tangible personal property for sale

This Certificate of Exemption MAY NOT BE USED TO PURCHASE CIGARETTES FOR RESALE after January 1, 2018.

To: \_\_\_\_\_ Date: \_\_\_\_\_
Name of Supplier

Number and Street or Rural Route City, Town or Post Office State Zip Code

The Virginia Retail Sales and Use Tax Act provides that the Virginia Sales and use tax shall not apply to tangible personal
property purchased for resale; that such tax shall not apply to tangible personal property purchased for future use by a
person for taxable lease or rental as an established business or part of an established business, or incidental or germane
to such business, including a simultaneous purchase and taxable leaseback. The Act provides also that such tax shall not
apply to packaging materials such as containers, labels, sacks, cans, boxes, drums or bags if the materials are marketed
with a product being sold and become the property of the purchaser.

This Certificate of Exemption may not be used by a using or consuming construction contractor as defined in the Regulations.

The undersigned dealer hereby certifies that all tangible personal property purchased from the above named supplier on
and after this date will be purchased for the purpose indicated below, unless otherwise specified on each order, and that this
Certificate shall remain in effect until revoked in writing by the Department of Taxation. Check proper box below.

- 1. Tangible personal property for RESALE only. Do not use to purchase cigarettes for resale.
2. Tangible personal property for future use by a person for taxable LEASE OR RENTAL as an established business,
or part of an established business, or incidental or germane to such business, or a simultaneous purchase and
taxable leaseback. This sales and use tax exemption is not applicable to long-term leases of motor vehicles
when lease payments charged to customers are not subject to the motor vehicle sales and use tax.
3. Packaging materials such as containers, labels, sacks, cans, boxes, drums or bags that are marketed with a
product being sold and become property of the purchaser.

Name of Dealer \_\_\_\_\_ Virginia Account No. \_\_\_\_\_

Trading as \_\_\_\_\_

Address \_\_\_\_\_
Number and Street or Rural Route City, Town or Post Office State Zip Code

Kind of business engaged in by dealer \_\_\_\_\_

I certify that I am authorized to sign this Certificate of Exemption and that, to the best of my knowledge and belief, it is true
and correct, made in good faith, pursuant to the Virginia Retail Sales and Use Tax Act.

By \_\_\_\_\_ Signature Title

If the dealer is a corporation, an officer of the corporation or other person authorized to sign on behalf of the corporation must
sign; if a partnership, one partner must sign; if an unincorporated association, a member must sign; if a sole proprietorship,
the proprietor must sign.

Information for supplier—A supplier is required to have on file only one Certificate of Exemption properly executed by the
dealer who buys tax exempt tangible personal property for the purpose indicated hereon.