



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
- 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

This is a multi-state form. Not all states allow all exemptions listed on this form. Purchasers are responsible for knowing if they qualify to claim exemption from tax in the state that would otherwise be due tax on this sale. The seller may be required to provide this exemption certificate (or the data elements required on the form) to a state that would otherwise be due tax on this sale.

The purchaser will be held liable for any tax and interest, and possibly civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state if the state does not allow such an entity-based exemption.

1. Check if you are attaching the Multi-state Supplemental form.
 If not, enter the two-letter postal abbreviation for the state under whose laws you are claiming exemption.
2. Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____.

3. **Please print**

Name of purchaser _____

Business Address _____	City _____	State _____	Zip Code _____
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Purchaser's Tax ID Number _____	State of Issue _____	Country of Issue _____
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If no Tax ID Number	FEIN	Driver's License Number/State Issued ID Number	Foreign diplomat number
Enter one of the following: _____ _____ _____			
Name of seller from whom you are purchasing, leasing or renting _____		State of Issue: Number _____	

Seller's address _____	City _____	State _____	Zip code _____
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4. **Type of business.** Circle the number that describes your business
- | | |
|---|--|
| <p>01 Accommodation and food services</p> <p>02 Agricultural, forestry, fishing, hunting</p> <p>03 Construction</p> <p>04 Finance and insurance</p> <p>05 Information, publishing and communications</p> <p>06 Manufacturing</p> <p>07 Mining</p> <p>08 Real estate</p> <p>09 Rental and leasing</p> <p>10 Retail trade</p> | <p>11 Transportation and warehousing</p> <p>12 Utilities</p> <p>13 Wholesale trade</p> <p>14 Business services</p> <p>15 Professional services</p> <p>16 Education and health-care services</p> <p>17 Nonprofit organization</p> <p>18 Government</p> <p>19 Not a business</p> <p>20 Other (explain) _____</p> |
|---|--|

5. **Reason for exemption.** Circle the letter that identifies the reason for the exemption.
- | | |
|--|--|
| <p>A Federal government (department) _____</p> <p>B State or local government (name) _____</p> <p>C Tribal government (name) _____</p> <p>D Foreign diplomat # _____</p> <p>E Charitable organization # _____</p> <p>F Religious or educational organization # _____</p> <p>G Resale # _____</p> | <p>H Agricultural production # _____</p> <p>I Industrial production/manufacturing # _____</p> <p>J Direct pay permit # _____</p> <p>K Direct mail # _____</p> <p>L Other (explain) _____</p> |
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6. **Sign here.** I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

Signature of Authorized Purchaser _____	Print Name Here _____	Title _____	Date _____
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