



Tax Exempt Information

U.S. and Canada Client Sales & Use Tax Exemption Contact Information:

(PLEASE NOTE: tax exemption certificate(s) *must* accompany this form)

Client Number: _____

Company Name: _____

Street Address: _____

City: _____

State: _____ Zip Code: _____

Contact Name: _____

Phone Number: _____ e-mail: _____

Please check the type of sales tax exemption that applies to your company:

- Exempt Organization
- Direct Pay
- Resale*
- Other (please explain):

Please:

1. **Scan** the respective tax exemption certificate(s)—preferably in PDF format
2. **E-mail** or **fax** this form *and scanned certificate*
 - a. E-mail to taxexempt@octanner.com, or
 - b. fax to Attn: Tax Department at (801) 483-8210

***Please note regarding RESALE certificates:**

As a general proposition, our products are sold with the expectation they will be given to the employees of the purchaser, rather than resold. Of course, when that occurs, the Resale exemption from the sales tax does not apply.

The laws of the various states say that when we do not expect our products to be resold we cannot accept a resale certificate unless it is in “good faith.” That requires us to receive additional assurances from you that you do, in fact intend to resale the product.

If your company does intend to resell the products it purchases from O.C. Tanner Recognition Company, additional documentation will be required by our tax department.

Otherwise, the Resale certificate will not be valid for your purchases and tax will be presented and payable on applicable invoices.