Business Partner State Sales Tax Exemption Cover Letter

To: Billing Adjustment at (781) 652-5123	No. of Pages:	Constant Contact Partner Name:
The status I am applying for is:	☐ **State Sales Tax Exemption for Resellers**	☐ **State Sales Tax Exemption for Non-Profits**

Arizona

Resellers:

A completed "Resale Certificate" **Arizona Form 5000A** or a Uniform Sales & Use Tax Exemption Resale Certificate - Multijurisdiction

Non-Profits:

Generally sales to non-profits are subject to State and local sales tax. Customers who believe that their purchase from Constant Contact qualifies for an exception from tax should submit a "Transaction Privilege Tax Exemption Certificate" Arizona Form 5000.

Connecticut

Resellers:

A completed "Sales & Use Tax Resale Certificate" or a Uniform Sales & Use Tax Exemption Resale Certificate - Multijurisdiction

Non-Profits:

A completed "Cert-119"

Illinois

Resellers:

A completed "Certificate of Resale" Illinois Form CRT-61 or a Uniform Sales & Use Tax Exemption Resale Certificate - Multijurisdiction

Non-Profits:

Your exemption letter issued by the Illinois Department of Revenue, typically an STS-49 or STS-70 depending on the type of your organization.

Maine

Resellers:

A Maine "Resale Certificate" or a Uniform Sales & Use Tax Exemption Resale Certificate - Multijurisdiction.

Non-Profits:

You should submit a Maine "Permanent Exemption Certificate".

Massachusetts

Resellers:

A completed "Sales Tax Resale Certificate" ***Massachusetts Form ST-4***

Non-Profits:

You should submit a "Certificate of Exemption", Massachusetts Form **ST-2** (with applicable renewal letter if ST-2 has expired), and a "Sales Tax Exempt Purchaser Certificate", Massachusetts Form **ST-5**.

New York

Resellers:

A completed "New York State & Local Sales & Use Tax Resale Certificate" **New York Form ST-120**

Non-Profits:

You should submit a completed "Exempt Organization Certification", New York form **ST-119.1**. If you are considered a municipal non-profit a 119.1 does not apply to you. Instead, please submit your letter from the NY State Department of Taxation & Finance stating your municipal sales tax exemption.

Ohio

Resellers or Non-Profits:

A completed "Sales and Use Tax Blanket Exemption Certificate" or a multi-state "Streamlined Sales and Use Tax Agreement"

Resellers

A completed "Sales and Use Tax Blanket Exemption Certificate" or a multi-state "Streamlined Sales and Use Tax Agreement" or Uniform Sales & Use Tax Exemption Resale Certificate - Multijurisdiction

Pennsylvania

Resellers or Non-Profits:

A completed "Pennsylvania Exemption Certificate".

Resellers:

A completed Uniform Sales & Use Tax Exemption Resale Certificate - Multijurisdiction

South Carolina

Resellers:

A completed "Resale Certificate" **South Carolina Form ST-8A.**

Non-Profits:

A copy of your "Exemption Certificate" **South Carolina form ST-9** and a completed "Exemption Certificate for Sales and Use Tax" **South Carolina form ST-8.**

Federal Government Agency:

A letter stating your organization is a Federal Agency.

South Dakota

Resellers:

A completed "Resale Certificate" or a multi-state "Streamlined Sales and Use Tax Agreement" or a Uniform Sales & Use Tax Exemption Resale Certificate - Multijurisdiction

Non-Profits:

A completed "Certificate of Exemption" or a multi-state "Streamlined Sales and Use Tax Agreement"

Tennessee

Resellers:

A completed "Sales or Use Tax Blanket Certificate of Resale" or a multi-state "Streamlined Sales and Use Tax Agreement" or a Uniform Sales & Use Tax Exemption Resale Certificate - Multijurisdiction

Non-Profits:

A copy of your organization's "Certificate of Exemption" issued by the Tennessee DOR or a multi-state "Streamlined sales and Use Tax Agreement. For Government organizations submit a "Tennessee Sales or Use Tax Government Certificate of Exemption" or a multi-state "Streamlined Sales and Use Tax Agreement"

Texas

Resellers:

A completed "Texas Sales and Use Tax Resale Certificate" or a Uniform Sales & Use Tax Exemption Resale Certificate - Multijurisdiction

Non-Profits:

A completed "Texas Sales and Use Tax Exemption Certification".

Washington DC

Resellers:

A completed "Certificate of Resale" **District of Columbia form OTR-368** or a multi-state "Streamlined Sales and Use Tax Agreement" or a Uniform Sales & Use Tax Exemption Resale Certificate - Multijurisdiction

Non-Profits:

You should submit your "Certificate of Exemption" or a multi-state "Streamlined Sales and Use Tax Agreement".

Washington State

Resellers:

A copy of your Washington state issued "Reseller Permit" or a multi-state "Streamlined Sales and Use Tax Agreement" or a Uniform Sales & Use Tax Exemption Resale Certificate - Multijurisdiction.

Non-Profits:

Generally, sales to non-profits are subject to State & local sales tax. If you believe your organization is exempt you should submit a "Buyers' Retail Sales Tax Exemption Certificate" or a multi-state "Streamlined Sales and Use Tax Agreement".