

SALES AND USE TAX EXEMPTION CERTIFICATE POLICY

How do I exempt my purchase order from Sales and Use Tax?

If your purchase order is exempt from sales and use tax, GST/HST, PST or QST, please email your purchase order number and tax exemption certificate to SalesTax@Bradycorp.com.

What type of documentation do I need to provide?

Your business will be exempted in accordance with the documentation that you provide and is based on the “Ship To” address. Please properly complete all of the required fields applicable on your exemption certificate. Your account will be exempted as follows:

Single State Certificate: Your business will only be exempted in the State listed on your single State certificate and/or “Ship-To” State if that State allows a non-registered Home State certificate.

Uniform Sales & Use Tax Exemption/Resale Certificate – Multi-jurisdiction” or “Streamlined Sales and Use Tax Agreement” form: Your account will be exempted in accordance with the States in which you provide a valid registration number. Please note, if your shipping to States in which you are not registered, please enter your Home State registration number for these States. This information will help us exempt your account based on your business structure.

Single Purchase Order / Contractor Certificate: Your business will only be issued a tax credit memo. Please write down the purchaser order number onto your exemption certificate.

For “Drop Shipment” purchase orders, please provide the following documentation:

- If your purchase order is drop shipped to **California, Massachusetts, Mississippi** or **Tennessee**. You must either be registered in that state or be able to provide us with your customer’s tax exemption certificate. If your customer’s tax exemption certificate is provided, you will only be issued a tax credit memo.
- If your purchase order is drop shipped to **Connecticut, Illinois** or **Louisiana**. You must either be registered in that state or be able to provide us with documentation as to why your business is not required to be registered in that state. You cannot provide your customer’s tax exemption certificate.
- If your purchase order is drop shipped to **District of Columbia, Hawaii** or **Maryland**. You must be registered in that State. You cannot provide your customer’s tax exemption certificate.
- If your purchase order is drop shipped to **New York** or **Pennsylvania**. You must provide us with the *ship to State* Resale certificate. If you are not registered in that state, you can complete the Resale certificate by entering your home state registration number.
- If your purchase order is drop shipped to **Indiana** or **Virginia**. Please provide us with a ST-105, ST-10 or Streamlined Sales and Use Tax Agreement” form.

