

Submitting Tax-Exempt Documentation

You have the option to fax or email your exemption certificates to Jameco's Tax Department. Please clearly mark with your Jameco customer number and email to taxexempt@jameco.com or fax to 1-650-412-1966.

Notes:

- Include your customer number and email address on your fax coversheet.
- Once validated, the exemption will be tied to that customer number.

Required Sales Tax Forms

Generally, Jameco requires a copy of the "Bill To" customer's State Sales Tax Exemption certificate or Resale Certificate for the "Ship To" state. Some states provide blank forms that must be presented to a vendor, while others have state-issued letters or certificates.

Note: It will depend on the type of exemption being claimed and the state in question what form is needed, or whether a certificate is required at all.

Please check the respective state's website for sales tax forms:

<http://www.taxadmin.org/fta/link/forms.html>

Notes:

- Please note that business permits, business licenses, certificates of authority, sales tax returns, sales tax numbers, or IRS income-tax exemption letters are not state sales tax exemption certificates.
- Sales/use tax is regularly a destination charge, determined by the ship-to state. (Exceptions do apply.)
- Thus, exemptions to the tax are based on the ship-to address/state.
- There may be additional requirements, depending on the exemption/state in question that the purchaser should take into consideration.

Claiming Tax Exemptions

Not all points mentioned below may apply to your state's certificate, nor is the list all-inclusive. Please make sure to complete all entries on the [form](#), which helps to ensure that your exemption is claimed.

1. Reference your customer number and e-mail address on your coversheet.
2. Seller Information: **Jameco Electronics**

3. Describe **PROPERTY PURCHASED** as **ELECTRONIC COMPONENTS**.
4. Indicate the **PURCHASER'S NAME** as your **COMPANY/ORGANIZATION'S NAME**.
(The bill-to name on your order/invoice must be the same name of the purchaser on the exemption documentation. When applicable, indicate you have a "doing business as" company name.)
5. Sign and date the form.

Keep in mind the following information if you are filling out the form for these types of exemptions:

Resale: Include **RESELL OF ELECTRONIC COMPONENTS** or **INTEGRATE ELECTRONIC COMPONENTS** as part of your nature of business.

Notes:

- Drop-shipments: Some states only exempt a reseller if they register in their state and/or provide specific documentation to the vendor; otherwise, the resale exemption is considered invalid.
- There should be a correlation between the items purchased from Jameco and the nature of business of the purchaser as stated on the certificate.
- Resellers must fill out a resale certificate. Each state has a state form or a multi-state certificate to complete.

Exempt Organizations:

Non-profits are not necessarily exempt from state sales tax, although they may be exempt from federal income tax. States have specific requirements on what documentation is needed when claiming such an exemption.

Notes:

- Include supporting documentation regarding your exemption from state sales tax, such as state issued letters.
- Simply providing a copy of your sales tax permit, certificate of authority, sales tax return, sales tax number, or IRS exemption letter is not sufficient documentation of exemption.

Manufacturing:

Indicate how the computer equipment is used in your manufacturing process.

Note: Some states exempt from tax, or tax at a reduced rate, equipment used in certain manufacturing processes. In many instances, the machinery must be used directly in manufacturing. States have specific forms for this type of exemption. **A multi-jurisdiction form is not valid documentation for this type of exemption.**