

What is required to set up my account to be tax-exempt?

1. Complete the Texas Sales and Use Tax Exemption Form
2. Return your Texas Sales and Use Tax Exemption Form using **one** of the following methods:

Email to taxcert@craftparts.com

Fax to (817)581-5235

Mail to 4521 Anderson Blvd. Fort Worth, TX 76117

Example Form

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency Name of the organization, company, or establishment	
Address (Street & number, P.O. Box or Route number) 5000 Street Name rd.	Phone (Area code and number) (123) 456-7890
City, State, ZIP code City Name, State Name, Zip Code	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: **Woodworks, Ltd.**

Street address: **4521 Anderson Blvd.** City, State, ZIP code: **Fort Worth, TX, 76117**

Description of items to be purchased or on the attached order or invoice:

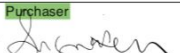
Example: Wood crafting supplies.

Purchaser claims this exemption for the following reason:

Input a reason for exemption

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here 	Must be an actual signature	Title Title of the person authorizing this with their signature	Date Current Date

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Address (Street & number, P.O. Box or Route number)	Phone (Area code and number)
City, State, ZIP code	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

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 Purchaser	Title	Date
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier.

Do not send the completed certificate to the Comptroller of Public Accounts.