

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

1. Complete the Texas Sales and Use Tax Resale Certificate Form (attached)
2. Return your Texas Sales and Use Tax Resale Certificate 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 Resale Certificate

Name of purchaser, firm or agency as shown on permit Name of the organization, company, or establishment	Phone (Area code and number) (123) 456-7890
Address (Street & number, P.O. Box or Route number) 5000 Street Name rd.	
City, State, ZIP code City Name, State Name, Zip Code	
Texas Sales and Use Tax Permit Number (must contain 11 digits) 1 2 3 4 5 6 7 8 9 0 1	
Out-of-state retailer's registration number or Federal Taxpayers Registry (RFC) number for retailers based in Mexico (Retailers based in Mexico must also provide a copy of their Mexico registration form to the seller.)	

I, the purchaser named above, claim the right to make a non-taxable purchase (for resale of the 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 on the attached order or invoice:
Input a general description related to what we sell. Example: Wooden crafting parts

Description of the type of business activity generally engaged in or type of items normally sold by the purchaser:
Input the type of items sold by Woodworks. Example: Wooden crafting parts

The taxable items described above, or on the attached order or invoice, will be resold, rented or leased by me within the geographical limits of the United States of America, its territories and possessions or within the geographical limits of the United Mexican States, in their present form or attached to other taxable items to be sold.

I understand that if I make any use of the items other than retention, demonstration or display while holding them for sale, lease or rental, I must pay sales tax on the items at the time of use based upon either the purchase price or the fair market rental value for the period of time used.

I understand that it is a criminal offense to give a resale certificate to the seller for taxable items that I know, at the time of purchase, are purchased for use rather than for the purpose of resale, lease or rental, 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 	Purchaser Must be an actual signature	Title Title of the person authorizing this with their signature	Date Current Date
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Texas Sales and Use Tax Resale Certificate

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I, the purchaser named above, claim the right to make a non-taxable purchase (for resale of the 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 on the attached order or invoice:

Description of the type of business activity generally engaged in or type of items normally sold by the purchaser:

The taxable items described above, or on the attached order or invoice, will be resold, rented or leased by me within the geographical limits of the United States of America, its territories and possessions or within the geographical limits of the United Mexican States, in their present form or attached to other taxable items to be sold.

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 Purchaser	Title	Date
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This certificate should be furnished to the supplier.

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