

## Sales Tax Exempt Form Upload Tips

**Your Tax Information** (Name, Phone, Address, City, Country, State, Zip, email address, FEIN)

- ✓ Use the name of the organization that is tax exempt (**not your personal name**)
- ✓ Use the Address of the organization that is tax exempt
- ✓ **FEIN** is the Employer Identification Number, also known as the Federal Employer Identification Number or the Federal Tax Identification Number, is a unique **nine-digit number** assigned by the Internal Revenue Service (**we cannot provide you with this number**)

**Your Tax Information**

NAME  
FIRST

PHONE  
6036663906

ADDRESS  
200 Bedford St

CITY  
Manchester

COUNTRY  
United States

STATE  
New Hampshire

ZIP  
03101

EMAIL ADDRESS  
firstroboticscompetition@firstinspires.org

FEIN  
00-1234567

**Please select a reason for creating this document.**

*Multiple choice options provided\*:*

1. Purchase should be taxable
2. Purchase will be used by a charitable non-profit organization
3. Purchase will be used by a religious organization
4. Purchase will be used by the federal government

5. Purchase will be used by the tribal government agencies
6. Purchase will be used in another exempt manner not listed above

\***FIRST**® **cannot** provide you with the correct selection for your organization. Please contact someone in the administration office of your organization for the answer to this question

**Select a reason for creating this document**

- Purchase should be taxable
- Purchase will be used by a charitable non-profit organization
- Purchase will be used by a religious organization
- Purchase will be used by the federal government
- Purchase will be used by the local government
- Purchase will be used by the state and/or local government agencies
- Purchase will be used by tribal government agencies

**Tips for the tax exempt form that you upload:** *A W-9 form is not a tax exempt form and WILL NOT be accepted*

- ✓ *If your tax exempt form has “Seller/Vendor” and/or address section:*
  - *FIRST*® (is the seller)
  - *FIRST* address: 200 Bedford St. Manchester NH, 03101
- ✓ *If your tax exempt form has “Description or Reason for purchasing” section:*
  - *Answer:* Registration fees and competition products
- ✓ Make sure your Tax Exempt form is dated (if applicable)
- ✓ Make sure your tax exempt form is signed (if applicable)



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