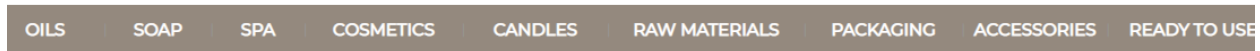


## GUIDE TO SUBMITTING YOUR TAX EXEMPTION CERTIFICATE(S)

Please follow the following steps to submit your Tax Exemption Certificate:

**STEP 1** – Log in to **My Account** and choose the **Manage Tax Exemption Certificates** option from the menu on the left.

**STEP 2** – Under **My Certificates**, click on the **+ Add New Certificate** button in the top right corner.  
**Note:** Extensive supporting information is presented in this section under the Frequently Asked Questions (FAQs).



Home > My Account > Manage Tax Exemption Certificates

### STATE SALES TAX EXEMPTION CERTIFICATES

**My Certificates** + Add New Certificate

Following are the state sales tax exemption certificates found in your account.

State	Signed Date	Expiration Date	Exempt Reason	Tax ID	Verification	
California	16-Aug-2022	Never Expire	EXPOSURE: INVALID CERT	123456	Failed 	
Florida	16-Aug-2022	31-Dec-2022	RESALE	628018167137-2	Passed 	
Florida					Failed 	

**Learn more**

- Why Sales Tax?
- Step by step process to upload the certificates

**FAQ**

**Click on the individual link for answers**

- Are you now collecting state sales tax?
- Why will I be charged state sales tax?
- Can I be exempt from paying sales tax?
- Are state sales tax exemption certificates based on company location or shipment destination?
- How do I know if I am exempt from state

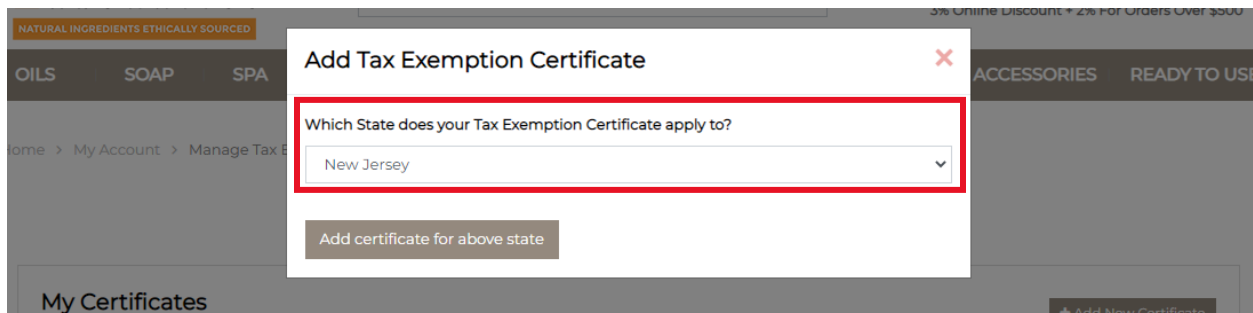
**Need Assistance**

If you have any difficulty uploading certificates, you may contact us by Email or Phone.

[✉ support@newdirectionsaromatics.com](mailto:support@newdirectionsaromatics.com)

[☎ 1-800-246-7817](tel:1-800-246-7817)

**STEP 3** – In the **Add Tax Exemption Certificate** pop-up window, use the drop-down option to select the State where your Tax Exemption Certificate applies and click on the **Add certificate for above state** button.



**STEP 4** – In the **ADD EXEMPTION CERTIFICATE** form, fill in all the requested information about your Business, including the Business Name, Business Phone Number, and Primary Business Address. Once all information is filled, click on the **SAVE AND CONTINUE** button.

## ADD EXEMPTION CERTIFICATE

State: New Jersey

Please Note: All address information should identify your primary business address.

### Your Tax Information

NAME

PHONE

ADDRESS

CITY

COUNTRY

STATE

ZIP

SAVE AND CONTINUE

**STEP 5** – In the next page of **ADD EXEMPTION CERTIFICATE** form, choose the most appropriate reason for creating this document. In majority of the cases, the reason will be “reselling” of purchased product.

## ADD EXEMPTION CERTIFICATE

State: New Jersey

### Select a reason for creating this document

- Purchase should be taxable
- Purchase will be made by contractor for capital improvement
- Purchase will be resold
- Purchase will be used by a charitable non-profit organization
- Purchase will be used by a diplomatic mission
- Purchase will be used by a prime contractor
- Purchase will be used by a religious or educational 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 in agriculture activities
- Purchase will be used in an enterprize zone
- Purchase will be used in another exempt manner not listed above
- Purchase will be used in direct mail
- Purchase will be used in industrial production or manufacturing activities
- Purchase will be used in research and development activities

**STEP 6** – In the next page of **ADD EXEMPTION CERTIFICATE** form, enter the State Tax ID Number, State of issue, Country of issue, and select Type of Business, and Resale Number, appropriate reason for creating this document. Review the information on the created Certificate and click on the **SAVE AND CONTINUE** button. **Note:** If shipping to a location in a different the State then the one where your business is located, please provide below the information for the destination entity.

## ADD EXEMPTION CERTIFICATE

State: New Jersey

You are completing the New Jersey Streamlined Sales and Use Tax Agreement for exemption Resale in exposure New Jersey

### Business Information

IS THIS A BLANKET CERTIFICATE COVERING MULTIPLE PURCHASES OR A SINGLE PURCHASE CERTIFICATE?

Blanket certificate covering multiple purchases

SELECT AN EXEMPTION NUMBER TYPE

State Tax ID Number

Enter ID Number \*

State of issue \*

Country of issue \*

### Exemption Information

TYPE OF BUSINESS

Select an option \*

REASON FOR EXEMPTION

Resale

Resale number \*

### Streamlined Sales and Use Tax Agreement – New Jersey Certificate of Exemption

This is a multistate form. Not all states allow all exemptions listed on this form. Purchasers are responsible for knowing if they qualify to claim exemption from tax in the state that would otherwise be due tax on this sale. The seller may be required to provide this exemption certificate (or the data elements required on the form) to a state that would otherwise be due tax on this sale.

The purchaser will be held liable for any tax and interest, and possibly civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state if the state does not allow such an entity-based exemption.

- Check if you are attaching the Multistate Supplemental form.
- If not, enter the two-letter postal abbreviation for the state under whose laws you are claiming exemption.
- Check if this certificate is for a single purchase and enter the related invoice/purchase order #.

**Please print**

Name of purchaser \_\_\_\_\_  
 Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Purchaser's Tax ID Number \_\_\_\_\_ State of issuance \_\_\_\_\_ Country of issuance \_\_\_\_\_

If not Tax ID enter one of the following: FEN \_\_\_\_\_ Driver's License Number/State issued ID Number \_\_\_\_\_ Foreign diplomat number \_\_\_\_\_  
 State of issuance: \_\_\_\_\_ Number: \_\_\_\_\_

Name of seller from whom you are purchasing, leasing or renting \_\_\_\_\_  
 Seller's address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

4. **Type of business.** Circle the number that describes your business.
- |   |  |
|---|--|
| <input type="checkbox"/> 01 Accommodation and food services             | <input type="checkbox"/> 11 Transportation and warehousing     |
| <input type="checkbox"/> 02 Agricultural, forestry, fishing, hunting    | <input type="checkbox"/> 12 Utilities                          |
| <input type="checkbox"/> 03 Construction                                | <input type="checkbox"/> 13 Wholesale trade                    |
| <input type="checkbox"/> 04 Finance and insurance                       | <input type="checkbox"/> 14 Business services                  |
| <input type="checkbox"/> 05 Information, publishing, and communications | <input type="checkbox"/> 15 Professional services              |
| <input type="checkbox"/> 06 Manufacturing                               | <input type="checkbox"/> 16 Education and health-care services |
| <input type="checkbox"/> 07 Mining                                      | <input type="checkbox"/> 17 Nonprofit organization             |
| <input type="checkbox"/> 08 Real estate                                 | <input type="checkbox"/> 18 Government                         |
| <input type="checkbox"/> 09 Rental and leasing                          | <input type="checkbox"/> 19 Not a business                     |
| <input type="checkbox"/> 10 Retail trade                                | <input type="checkbox"/> 20 Other (explain) _____              |

5. **Reason for exemption.** Circle the letter that identifies the reason for exemption.
- |   |  |
|---|--|
| <input type="checkbox"/> A Federal government (department)    | <input type="checkbox"/> H Agriculture production # _____              |
| <input type="checkbox"/> B State or local government (agency) | <input type="checkbox"/> I Industrial production/manufacturing # _____ |
| <input type="checkbox"/> C Interlocal government (agency)     | <input type="checkbox"/> J Direct pay permit # _____                   |
| <input type="checkbox"/> D Foreign diplomat # _____           | <input type="checkbox"/> K Direct mail # _____                         |
| <input type="checkbox"/> E Charitable organization # _____    | <input type="checkbox"/> L Other (explain) _____                       |
| <input type="checkbox"/> F Religious organization # _____     |  |
| <input type="checkbox"/> G Recreational # _____               | <input type="checkbox"/> M Educational organization # _____            |

6. Sign here.

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

Signed authorized purchaser \_\_\_\_\_ Print name here \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Forms by www.CertCapture.com

Forms by www.CertCapture.com

PREVIOUS

SAVE AND CONTINUE

**STEP 7** – On the next page of the **ADD EXEMPTION CERTIFICATE** form, enter the Signer Information including the Signer Name, Signer Title, and use the mouse or finger to digitally sign the document. Review the document and once all information is correct, click on the **SAVE AND CONTINUE** button.

## ADD EXEMPTION CERTIFICATE

State: New Jersey

### Signer Information

SIGNER NAME \*

Abrar Sheikh

SIGNER TITLE \*

Web Developer

Please use your mouse or finger to sign the document



PREVIOUS

CLEAR SIGNATURE

SAVE AND CONTINUE

Customer # 358571  
**Streamlined Sales and Use Tax Agreement – New Jersey Certificate of Exemption**

This is a multistate form. Not all states allow all exemptions listed on this form. Purchasers are responsible for knowing if they qualify to claim exemption from tax in the state that would otherwise be due tax on this sale. The seller may be required to provide this exemption certificate (or the data elements required on the form) to a state that would otherwise be due tax on this sale.

The purchaser will be held liable for any tax and interest, and possibly civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim the exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state if the state does not allow such an entity-based exemption.

- Check if you are attaching the Multistate Supplemental form.
- If not, enter the two-letter postal abbreviation for the state under whose laws you are claiming exemption.
- Check if this certificate is for a single purchase and enter the related invoice/purchase order #.

3. **Please print.**

Name of purchaser: MDA City: MIAMI State: FL Zip Code: 33128  
Business Address: 724 NW 2nd Street APT 105 State of issuance: Country of issuance:  
Purchaser's Tax ID Number: 1233444 New Jersey: US

If not Tax ID enter one of the following: FEIN: Driver's License Number/State Issued ID Number: Foreign diploma number:  
State of issuance: Number:

Name of seller from whom you are purchasing, leasing, or renting:

New Directions Aromatics Inc City: State: Zip Code:  
Seller's address: 6781 Columbus Rd Mississauga ON L5T 2G9

4. **Type of business.** Circle the number that describes your business.
- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 01 Accommodation and food services  | <input type="checkbox"/> 11 Transportation and warehousing     |
| <input type="checkbox"/> 02 Agricultural, forestry, fishing, hunting    | <input type="checkbox"/> 12 Utilities                          |
| <input type="checkbox"/> 03 Construction                                | <input type="checkbox"/> 13 Wholesale trade                    |
| <input type="checkbox"/> 04 Finance and insurance                       | <input type="checkbox"/> 14 Business services                  |
| <input type="checkbox"/> 05 Information, publishing, and communications | <input type="checkbox"/> 15 Professional services              |
| <input type="checkbox"/> 06 Manufacturing                               | <input type="checkbox"/> 16 Education and health-care services |
| <input type="checkbox"/> 07 Mining                                      | <input type="checkbox"/> 17 Nonprofit organization             |
| <input type="checkbox"/> 08 Real estate                                 | <input type="checkbox"/> 18 Government                         |
| <input type="checkbox"/> 09 Rental and leasing                          | <input type="checkbox"/> 19 Not a business                     |
| <input type="checkbox"/> 10 Retail trade                                | <input type="checkbox"/> 20 Other (explain):                   |

5. **Reason for exemption.** Circle the letter that identifies the reason for exemption.
- |   |  |
|---|--|
| <input type="checkbox"/> A Federal government (department)    | <input type="checkbox"/> H Agriculture production #              |
| <input type="checkbox"/> B State or local government (name)   | <input type="checkbox"/> I Industrial production/manufacturing # |
| <input type="checkbox"/> C <del>State government (name)</del> | <input type="checkbox"/> J Direct pay permit #                   |
| <input type="checkbox"/> D Foreign diploma #                  | <input type="checkbox"/> K Direct mail #                         |
| <input type="checkbox"/> E Charitable organization #          | <input type="checkbox"/> L Other (explain)                       |
| <input type="checkbox"/> F Religious organization #           |  |
| <input checked="" type="checkbox"/> G Resale # <u>1234567</u> | <input type="checkbox"/> M Educational organization #            |

6. **Sign here.**  
I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.  
Signed authorized purchaser: \_\_\_\_\_ Print name here Title Date 2022-08-16

## ADD EXEMPTION CERTIFICATE

State: New Jersey

Processing Exemption Certificates

0/1

## ADD EXEMPTION CERTIFICATE

State: New Jersey

**Congratulations!**

You have successfully created a document for customer 358571.

[Print/Download Certificates](#)

**STEP 8** – Once the certificate is created, Print or Download the certificate and review the document to ensure that all information is correct.

**STEP 9** – The newly created certificate will appear under **My Certificates** and will be in **Pending** status for verification.

## STATE SALES TAX EXEMPTION CERTIFICATES

### My Certificates

[+ Add New Certificate](#)

Following are the state sales tax exemption certificates founds in your account.

State	Signed Date	Expiration Date	Exempt Reason	Tax ID	Verification
New Jersey	16-Aug-2022	Never Expire	RESALE	1234567	<span>Pending</span>

If you have any unresolved questions or are having difficulties using the tool, please contact our Customer Service at 1-800-264-7817.