

TO: CEO/Manager
FROM: Matt Weber, Staff Accountant
SUBJECT: **CERTIFICATION OF TAX STATUS**

DATE: _____

To ensure CU*Answers is accurately charging sales tax to your organization, please indicate your tax status below. If only a portion is subject to sales tax, please provide a specific breakdown showing which percentage is taxable.

Company Name: _____
Address: _____
City/State/Zip: _____

Subject to sales tax

Exempt from sales tax

IMPORTANT: If exempt, please attach a copy of your official Exemption Certificate as we need this documentation for our files.

If exempt, also indicate the reason by choosing one of the following:

- | | |
|---|--|
| <input type="checkbox"/> Resale | <input type="checkbox"/> Interstate Commerce |
| <input type="checkbox"/> Exempt Institution | <input type="checkbox"/> Industrial Processing |
| <input type="checkbox"/> Paid Direct to State | <input type="checkbox"/> Government Entity |
| <input type="checkbox"/> Federally-Chartered CU | <input type="checkbox"/> Other (explain): |

Sale Tax License# _____

Your Name: _____

Signature: _____

Title: _____ Date: _____

This form should be signed by an authorized member of your firm and returned to my attention via FAX number (616) 285-2289, or mail to CU*Answers, Attn: Accounting, 6000 28th Street SE Suite 100, Grand Rapids, MI 49546. **If a response is not received, we will assume your company is taxable and will charge accordingly.**

This information is critical, so your prompt reply is appreciated. If you have any questions, please call me at (616) 285-5711, ext. 172.