



## COFFEE & BAGEL BRANDS



### Sales Tax Exemption Guidelines

If your organization is exempt from paying state sales tax, the law requires that we must receive an exemption certificate issued by your state. Letters from the IRS saying you are a tax-exempt organization are for federal taxes only and are not acceptable as a state tax exempt certificate. IRS form W-9 is also not acceptable as a state exemption certificate.

**To be exempt from state sales tax, you must provide us with the form issued by your state.** If you have a tax or accounting department, they should know what this is. Each state has their own form so depending on where you do business (the delivery address for your order) is the state exemption you will need to provide.

#### ***Requirements for the State Tax Exemption:***

- The certificate must come from the state of the delivery address for your order.
- Company name on the certificate must match the billing account name in our system.
- The certificate cannot have anything redacted or hand-written.
- The certificate must not be expired.
- Certificates should be emailed to [catering@coffeandbagels.com](mailto:catering@coffeandbagels.com) with your order number in the Subject line of the email.

#### **Frequently Asked Questions**

1. I have a letter from the IRS stating that I am a Non-Profit Tax-Exempt organization. Is that an acceptable document to provide for sales tax exemption. ***No, an IRS form is not an acceptable sales tax exemption certificate. Only states can issue the state sales tax exemption certificate.***
2. Is IRS form W-9 an acceptable document to provide for sales tax exemption. ***No, this is not a form issued by your state. We need a sales tax exemption certificate issued by your state.***
3. What type of organizations are tax exempt? ***Agencies that are typically tax exempt include schools, churches, hospitals, government agencies, and non-profit organizations. Personal accounts can not be tax exempt.***
4. My company's headquarters are in Minnesota, but the catering order is being delivered to our branch office in Texas. Which state should the certificate come from? ***The certificate should always come from the state where your order is delivered. In this example, the certificate should come from Texas.***