

Tax-Exempt Return Policy & Form

TAX-EXEMPT RETURN POLICY

To maintain compliance with state and federal tax regulations, all returns of merchandise purchased under a tax-exempt status must adhere to the following conditions:

- **Proof of Tax-Exempt Status:** A valid, state-approved Tax Exemption Certificate or Resale Certificate matching the original purchaser's details must be on file or presented at the time of the return transaction.
- **Refund Method:** Tax-exempt refunds will only be credited back to the original form of payment, account, or purchasing entity designated on the original tax-exempt invoice. No cash or personal credit card refunds will be issued for corporate or organizational tax-exempt purchases.
- **Documentation:** The original invoice or sales receipt showing the non-taxable sales designation must accompany this return form.
- **Audit Compliance:** All tax-exempt returns are subject to review and reporting in accordance with state Department of Revenue guidelines.

RETURN FORM & BUYER INFORMATION

ORGANIZATION / ENTITY NAME

TAX EXEMPT / RESALE ID NUMBER

AUTHORIZED REPRESENTATIVE NAME

CONTACT PHONE / EMAIL

ORIGINAL INVOICE NUMBER

ORIGINAL INVOICE DATE

RETURNED ITEMS

Item SKU / No.	Description	Qty	Unit Price	Total Credit

REASON FOR RETURN

AUTHORIZED BUYER SIGNATURE

Date: _____

STORE / CORPORATE REPRESENTATIVE SIGNATURE

Date: _____