

# TAX EXEMPT RETURN PROCESSING FORM

Return Template for Exempt Sales

## 1. CUSTOMER & EXEMPTION DETAILS

CUSTOMER/ORGANIZATION NAME

TAX EXEMPT CERTIFICATE / ID NUMBER

CONTACT PERSON

PHONE / EMAIL

REASON FOR TAX EXEMPTION

- Government Entity
- Resale / Wholesale
- Charitable / Non-Profit
- Educational Institution
- Agricultural / Industrial
- Other (Specify in notes)

## 2. ORIGINAL TRANSACTION REFERENCE

ORIGINAL INVOICE / RECEIPT #

ORIGINAL TRANSACTION DATE

ORIGINAL PAYMENT METHOD

## 3. RETURNED ITEMS & TAX BREAKDOWN

SKU / ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL REFUND AMOUNT
			SUBTOTAL	
			EXEMPT TAX (0%)	
			TOTAL REFUND	

**4. REASON FOR RETURN & NOTES**

**5. AUTHORIZATION & SIGNATURES**

---

DATE

---

CUSTOMER SIGNATURE

---

DATE

---

AUTHORIZED EMPLOYEE SIGNATURE