



Business Partner State Sales Tax Exemption Cover Letter

To: Billing Adjustment at Constant Contact, Inc.		Fax: (781)652-5123
Name:		Number of Pages:
E-mail address for additional information:	Constant Contact Partner Name:	
<p style="text-align: center;"><u>The status I am applying for is:</u></p> <p style="text-align: center;"> <input type="checkbox"/> State Sales Tax Exemption for Resellers <input type="checkbox"/> State Sales Tax Exemption for Non-Profits </p>		
<u>Reseller state specific forms required:</u>		
Arizona		
A completed "Resale Certificate" Arizona Form 5000A		
Illinois		
A completed "Certificate of Resale" Illinois Form CRT-61		
Massachusetts		
A completed "Sales Tax Resale Certificate" Massachusetts Form ST-4		
New York		
A completed "New York State & Local Sales & Use Tax Resale Certificate" New York Form ST-120		
Pennsylvania		
A completed "Pennsylvania Exemption Certificate"		
Texas		
A completed "Texas Sales and Use Tax Resale Certificate"		
Washington State		
A copy of your Washington state issued "Reseller Permit"		
<u>Non-Profit state specific forms required:</u>		
Arizona		
Generally sales to non-profits are subject to State and local sales tax. Customers who believe that their purchase from Constant Contact qualifies for an exception from tax should submit a "Transaction Privilege Tax Exemption Certificate" Arizona Form 5000 .		
Illinois		
A copy of your organization's exemption letter issued by the Illinois Department of Revenue, typically an STS-49 or STS-70 depending on the type of your organization.		
Massachusetts		
You should submit a "Certificate of Exemption", Massachusetts Form ST-2 (with applicable renewal letter if ST-2 has expired), and a "Sales Tax Exempt Purchaser Certificate", Massachusetts Form ST-5 .		
New York		
You should submit a completed "Exempt Organization Certification", New York form ST-119.1 . If you are considered a municipal non-profit a 119.1 does not apply to you. Instead, please submit your letter from the NY State Department of Taxation & Finance stating your municipal sales tax exemption.		
Pennsylvania		
A completed "Pennsylvania Exemption Certificate"		
Texas		
A completed "Texas Sales and Use Tax Exemption Certification".		
Washington State		
Generally, sales to non-profits are subject to State & local sales tax. If you believe your organization is exempt you should submit a "Buyers' Retail Sales Tax Exemption Certificate".		