

## Are You or Your Company Sales Tax Exempt?

If so, please submit your Tax Exempt Certificate for addition to your account(s). ***Certificates must be completely filled out, signed, and dated as part of the approval process!!***

Along with your exemption certificate, please list all locations, ***Billing and Shipping***, which are exempt under the certificate being submitted.

If this list ***does not*** accompany your certificate, we have no way to guarantee that each ***Bill To and Ship To location*** has been adequately marked for exemption.

Please submit your Exemption Certificate and List of Exempt Locations in one of the following ways:

Email: [salestax@klingsporcorp.com](mailto:salestax@klingsporcorp.com)

Subject Line of Email: Your Name and Your Company Name

Fax To: (800) 872-2005

Attn: Anna Garner

Subject: Sales Tax Exemption

Mail: **Please Allow for Current USPS Delays**

Klingspor's Woodworking Shop

Attn: Anna Garner

PO Box 3737

Hickory, NC 28603-3737

**\*\*Please allow at least *24-48 hours*, from the time your certificate is *received*, for your exemption**

**certificate to be approved and applied to your account before placing an order.**

**\*\*If you submit a Tax Exemption Certificate *after 2:30 pm Eastern Time Monday - Thursday*, your**

**exemption will *NOT* be verified and added to your account until the following day.**

**\*\*If you submit a Tax Exemption Certificate *after 2:30 pm Eastern Time on Friday or during weekend***

***hours*, your exemption will *NOT* be verified and added to your account until the following Monday.**

**\*\*Certificates that are submitted during *Holiday Hours* will be approved upon return as the *Accounting***

***Offices will be closed.***

**\*\*If you submit your certificate via *US Mail*, the time frame for approval *will be longer depending on US***

***Postal Service Delays.***

**\*\*Certificates sent via *email*, or that have a current email address on their account, will receive**

**notification that their certificate has been approved and is ready for use. If denied, an email will**

**be sent with notification of what needs to be re-submitted for approval.**



We are working diligently to meet the needs of each and every one of our valued customers in a quick and timely manner. If you have any further questions or concerns, please feel free to submit them in writing to [salestax@klingsporcorp.com](mailto:salestax@klingsporcorp.com) using the Subject Line: Questions/Concerns. You may also contact our Customer Service Department via our online Chat program!