



## SALES TAX EXEMPTION CLAIM

In order expedite the processing of your refund request, please provide the following:

- **This completed and signed sales tax exemption claim form;**
- **A copy of your resale/tax exempt documentation;**
- **A copy of the online e-mail confirmation receipt(s) or warehouse receipt(s) from your purchase.** If you have multiple receipts, please provide a summary of the items you are requesting a refund on. The summary should include (but is not limited to) the date of the transaction, item description and refund amount. Refund requests lacking the summary may result in a delay in processing the refund.

|   |                   |                         |
|---|-------------------|-------------------------|
| Legal Business Name:  |                   |                         |
| Doing Business As:  |                   |                         |
| Business Address (include City, State and Zip Code):  |                   |                         |
| Costco Membership #:  | Business Phone #: |                         |
| Sales Tax Registration #:   | State Registered: | Total Refund Requested: |
| Precise Nature of Business <u>and</u> please list the categories of items typically resold (be specific): |                   |                         |

Payment Method for *this transaction* (Box must be checked):

☐ Cash    ☐ Personal Check    ☐ Business Check    ☐ Personal Credit Card    ☐ Business Credit Card

### REASONS FOR EXEMPTION

☐ **PURCHASED FOR RESALE:** To receive a refund of sales tax paid on items for resale, the statement *must* be signed by a Costco member authorized to purchase merchandise for resale on behalf of your company.

**Resale Statement:** I certify that I am engaged in the business of selling, leasing or renting tangible personal property of the kind and type listed on the attached receipt(s). I certify that the items listed on the receipt(s) will be resold, leased or rented by me. If the tangible personal property is withdrawn for use other than for resale, I will report the transaction to the appropriate taxing authority and pay the tax based upon the reasonable and fair market value, but not less than the original purchase price. I understand that by extending this form, I am assuming liability for the sales or use tax on transactions between your firm and me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

☐ **OTHER EXEMPTION:** State the exemption claimed, applicable regulation/statute (if known) and attach completed exemption documentation supporting your claim. If the exemption is specific to a product, highlight the product(s) on the receipt and explain why the items should be tax exempt.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submitted by (Must be signed by an Authorized Signer for the Business/Organization):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
E-mail Address

*Incomplete exemption claim forms and claims lacking receipts, summary or other requested documents will be returned.*

Submit Claim By: FAX: (425) 416-9153

E-MAIL: [TaxRequest@costco.com](mailto:TaxRequest@costco.com)

MAIL: Costco Wholesale; Attn. Corporate Tax Dept.; 999 Lake Drive; Issaquah, WA 98027