

Exemption Certificate Instruction with Screenshots

Please have you state specific sales tax permit or license and your customer number with Salon Service Group (7 digit number either all numbers or starts with 3 letters) If you encounter loading errors or time out errors please press and hold CTRL and hit F5

1. Navigate to <https://www.salonservicegroup.com/resources/and> select **Verify Customer Number**

The screenshot shows the 'CUSTOMER RESOURCES' page. A modal titled 'Customer Number' is open, asking the user to enter a 7-digit customer number found on their invoice or account statement. The modal includes a text input field and 'Continue' and 'Cancel' buttons. In the background, the 'Tax Exemption' section is visible, showing 'Step 1: VERIFY CUSTOMER NUMBER' and 'Step 2: COMPLETE EXEMPTION CERTIFICATE'.

2. Select **Complete Exemption Certificate** and Select your state in which you collect Sales Tax

The screenshot shows the 'Exemption Certificate Wizard' dialog box. It has a title bar and a close button. The main content area is titled 'Select the Jurisdiction(s) for the exemption *'. Below this, there are 'Select All' and 'Clear All' buttons. A list of United States states is shown with checkboxes next to them: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, and Kansas. A 'Next' button is located at the bottom right of the dialog box.

*To advance forward throughout this process select the **Next** Button in the bottom right of the dialogue box. Some choice may vary in their order

3. Select Your Reason for Exemption

Step 1: VERIFY CUSTOMER ID

Step 2: COMPLETE EXEMPTION

For any issues, contact sales support at 1-800-451-5533

Other Resources

- CAREER OPPORTUNITIES
- SDS/MSDS DOWNLOADS
- RETURN PRACTICE

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Committed to Excellent Service, Quality Products, and Building a Partnership

customer care @salonservicegroup.com

1-800-451-5533

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Exemption Certificate Wizard

You are creating a certificate for Missouri.

Select a reason for the exemption *

- ☐ Educational
- ☐ Federal Government
- ☒ Resale
- ☐ State or Local Government

Back Next

4. Confirm you form selection with Next

Exemption Certificate Wizard

The following forms have been identified.

Jurisdictions	Form	Action
Missouri	Sales and Use Tax Exempt Certificate	Create

Back Next

5. Provide your legal name as it appears on your license, and any applicable trade or “Do business as”

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Step 1: VERIFY CUSTOMER

Step 2: COMPLETE EXEMPT

For any issues, contact sales

Other Resources

CAREER OPPORTUNITIES

SDS/MSDS DOWNLOADS

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Call or text 417-889-5533

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Sales and Use Tax Exempt Certificate

Provide Trade Name (d.b.a.), if applicable

Matt LLC DBA Matt Loves Cutting Hair

Select/describe the items that qualify for exemption *

Salon products, tools, and accessories to be resold

Describe the nature of the purchaser's business *

Salon

Back Preview Form Next

6. Enter in your Sales Tax Registration number. Please note what each charter means, and look for the expected total number of characters for the State selected

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Sales and Use Tax Exempt Certificate

Select the applicable exemption *

☒ Purchases of Tangible Personal Property for resale

Select where you are registered to collect sales tax *

☒ Missouri

Missouri Sales Tax Registration Number *

123456789

Enter a value in the following format(s): Note \$ = Letter or Number, & = Letter, and # = Number

1#####

#####

☐ Other state

☐ Purchases of Taxable Services for resale

☐ Purchases by Manufacturer or Wholesaler for Wholesale

☐ Purchases by Motor Vehicle Dealer

Back Preview Form Next

IF YOU COUNT THE NUMBER OF \$,&, OR # THAT IS THE EXPECTED NUMBER OF CHARACTERS

7. Enter all your business information with the current and accurate information associated with your permit. Please note the email used will be how we communicate any follow-up issues and **red *** are required fields to advance.

A screenshot of a web form titled "Buyer Information" with a close button (X) in the top right corner. The form contains several input fields, each with a red asterisk indicating it is required. The fields are: "City" (text input with "Springfield" entered), "State" (dropdown menu with "Missouri" selected), "Postal Code" (text input with "65803" entered), "Country" (dropdown menu with "United States" selected), "Phone Number" (text input with "(417) 522-4408" entered), and "Your company email" (text input with "mmccall@salonservicegroup.com" entered). At the bottom of the form are three buttons: "Back", "Preview Form", and "Next".

8. Please attach a copy of your Sales Tax Permit or License (Can be optional, but is required for some states like **Oklahoma or Mississippi**)

A screenshot of a web page for "salon service group" with a navigation bar containing links: HOME / OUR JOURNEY / BRAND INFO / LOCATIONS / BLOG / SHIPPING & DELIVERY / STYLIST INFO FOR REOPENING / EDUCATION & EVENTS / SHOP. The main content area shows a modal window titled "Upload Additional Documentation" with a close button (X) in the top right corner. The modal has a section titled "Sales and Use Tax Exempt Certificate (Missouri)" with a dashed box for file upload and the text "Drop a file or click to select a file to upload". Below this is a blue information icon followed by the text: "Please attach any additional documentation you may have to support the above exemption. If you do not have any supporting documentation, feel free to skip this step". At the bottom of the modal are four buttons: "Back", "Preview Form", "Skip", and "Next".

9. Enter your name, title, date, and sign the document before completing

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Tax Exemption

Products purchased for retail use are eligible for tax exemption. You will need your state's resale certificate before you begin.

Step 1:
VERIFY CUSTOMER

Step 2:
COMPLETE EXEMPTION


For any issues, contact sales tax at salestax@salonservicegroup.com

Signature Information

Name *
Matt McCall

Title *
FAKE Store Manager

Effective Date *
09/28/2020

Signature *

Clear

Upload

Back Preview Form Submit

10. The below screenshot is confirmation of a valid submission

Form(s) Complete

Form(s)	Jurisdiction	Exemption ID
Sales and Use Tax Exempt Certificate ✓	Missouri	166021

Done

11. For any issues please reach out to your personal sales rep or contact sales tax at:

- salestax@salonservicegroup.com
- 417-761-7237

12. Thanks 😊