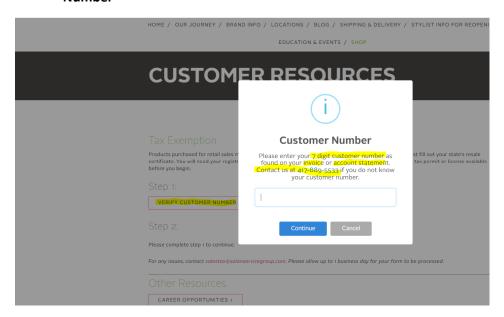
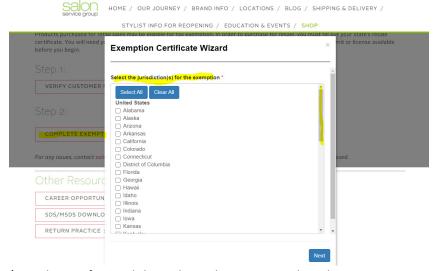
Exemption Certificate Instruction with Screenshots

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 <u>please press and hold CTRL and hit F5</u>

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

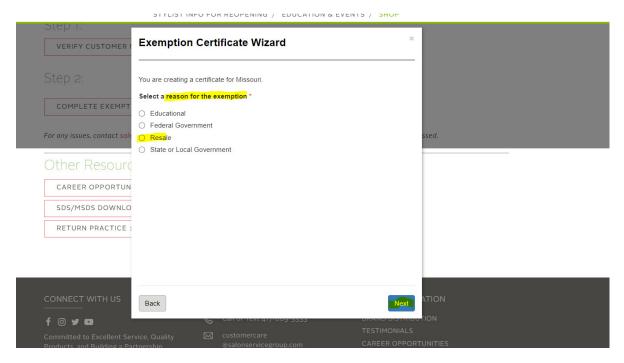


2. Select Complete Exemption Certificate and Select your state in which you collect Sales Tax



*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

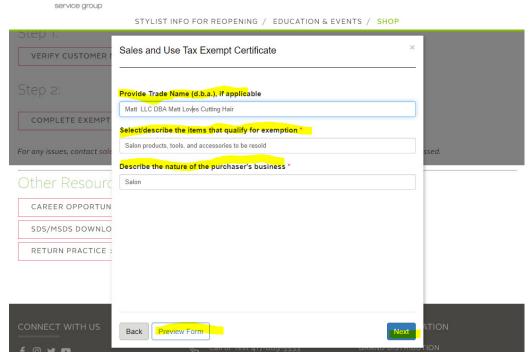
3. Select Your Reason for Exemption



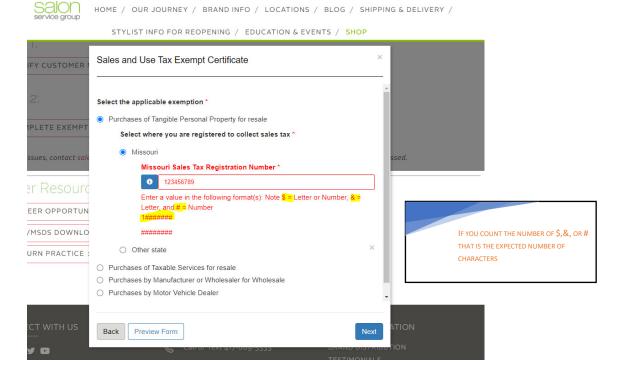
4. Confirm you form selection with **Next**



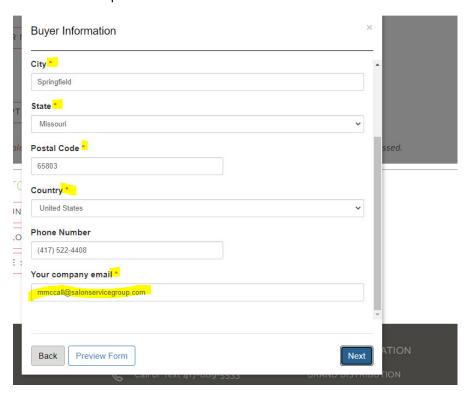
5. Provide your legal name as it appears on your license, and any applicable trade or "Do business as"



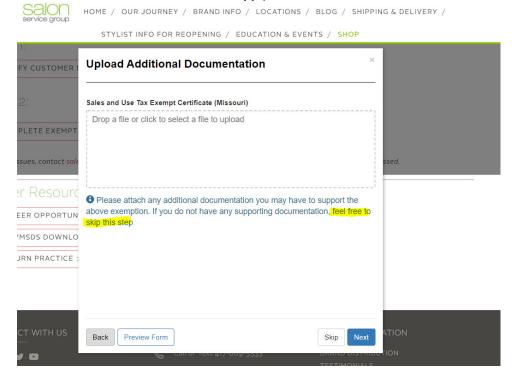
6. Enter in your Sales Tax Registration number. <u>Please note what each charter means, and look for</u> the expected total number of characters for the **State selected**



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.

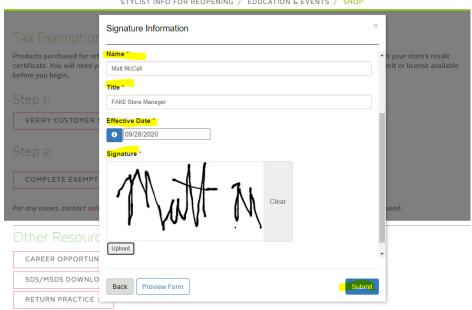


8. Please attach a copy of your Sales Tax Permit or License (Can be optional, but is required for some states like Oklahoma or Mississippi)

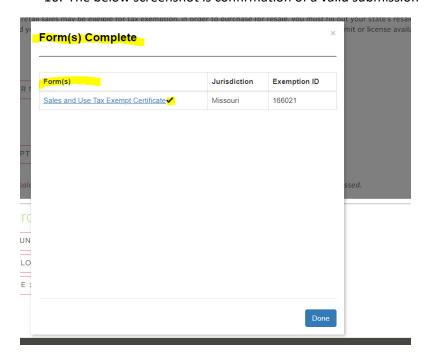


9. Enter your name, title, date, and sign the document before completing





10. The below screenshot is confirmation of a valid submission



- 11. For any issues please reach out to your personal sales rep or contact sales tax at:
 - a. salestax@salonservicegroup.com
 - b. 417-761-7237
- 12. Thanks 😊