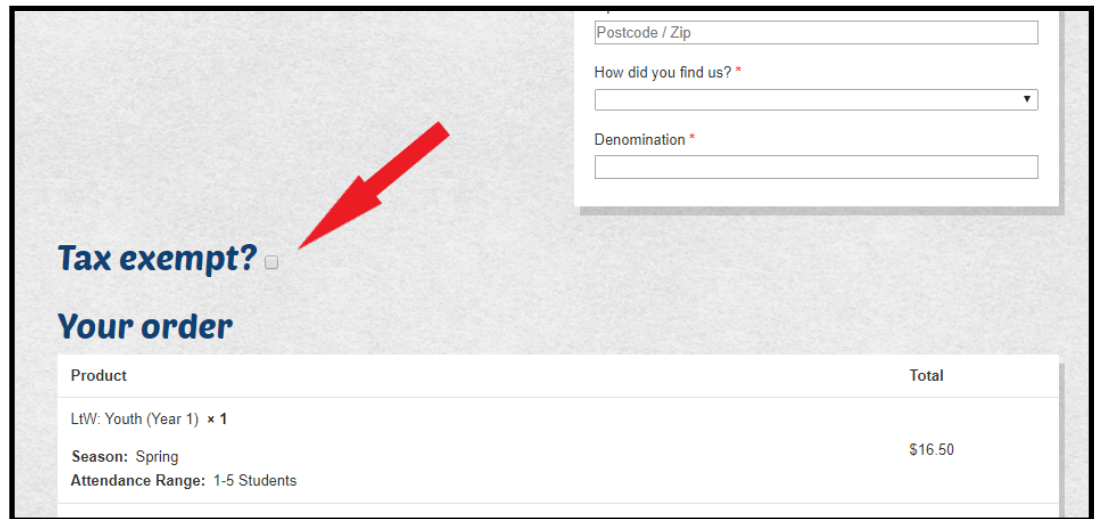


Entering Your Tax-Exempt Certificate

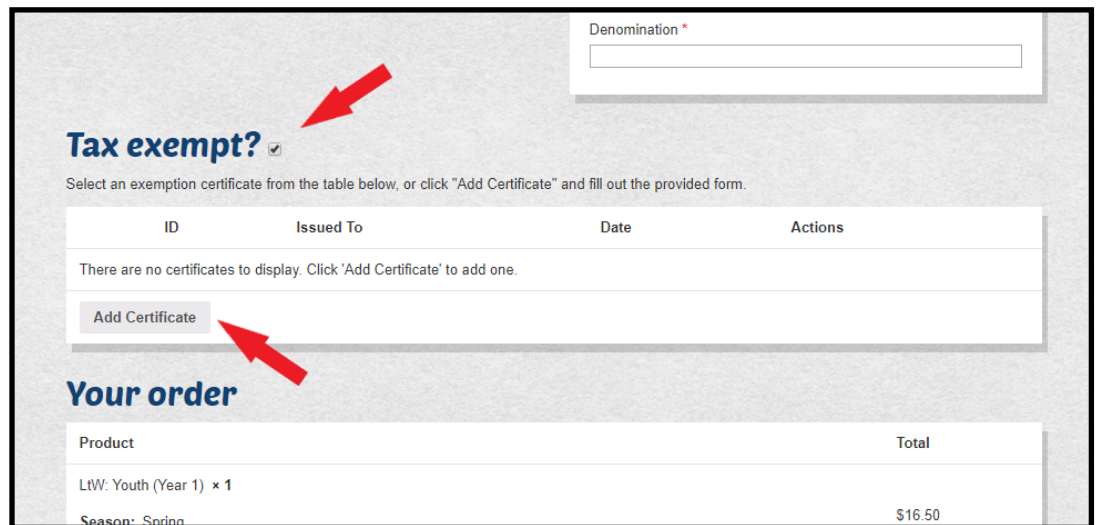
Step 1: On the checkout form, click on the small checkbox in the center of the page to the right of “Tax exempt?”



The screenshot shows a checkout page with a 'Tax exempt?' checkbox that is currently unchecked. A red arrow points to this checkbox. To the right, there are input fields for 'Postcode / Zip', 'How did you find us?' (a dropdown menu), and 'Denomination *' (an input field). Below this is a 'Your order' summary table:

Product	Total
LtW: Youth (Year 1) x 1 Season: Spring Attendance Range: 1-5 Students	\$16.50

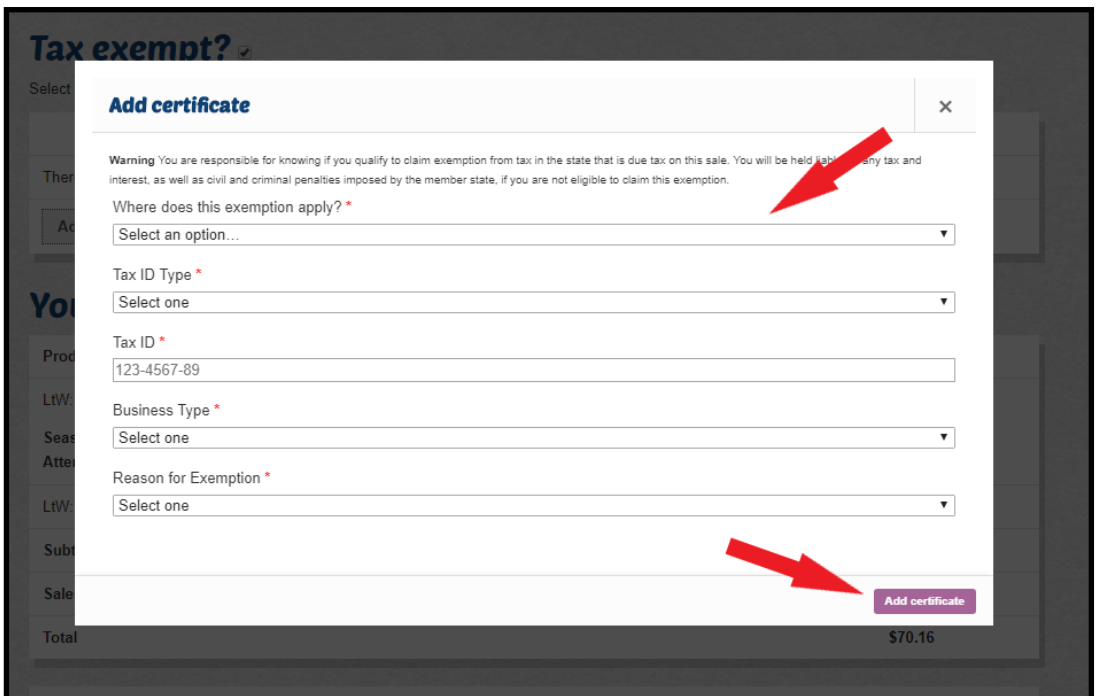
Step 2: A white box will appear below “Tax Exempt?” Click the button that says “Add Certificate.”



The screenshot shows the 'Tax exempt?' checkbox now checked. A red arrow points to it. Below the checkbox, a message reads: 'Select an exemption certificate from the table below, or click "Add Certificate" and fill out the provided form.' Below this is a table with columns 'ID', 'Issued To', 'Date', and 'Actions'. The table is empty, with the text 'There are no certificates to display. Click "Add Certificate" to add one.' A red arrow points to the 'Add Certificate' button. The 'Your order' summary table is visible at the bottom.

Step 3: Enter the information from your federal tax ID # (FEIN) and state sales-tax-exempt certificate number, then click the purple “Add Certificate” button. You should now not be charged sales tax.

For future orders, you would follow Step 1 and then select your previously entered certificate.



The screenshot shows a modal window titled 'Add certificate'. It contains a warning message: 'Warning You are responsible for knowing if you qualify to claim exemption from tax in the state that is due tax on this sale. You will be held liable for any tax and interest, as well as civil and criminal penalties imposed by the member state, if you are not eligible to claim this exemption.' Below the warning are several form fields:

- 'Where does this exemption apply? *' (dropdown menu)
- 'Tax ID Type *' (dropdown menu)
- 'Tax ID *' (input field with value '123-4567-89')
- 'Business Type *' (dropdown menu)
- 'Reason for Exemption *' (dropdown menu)

A red arrow points to the 'Add certificate' button at the bottom right of the modal. The background shows the checkout page with the total amount of \$70.16.

NOTE: If you are having difficulty with this, please call us at (262) 358-6574 or choose the “Pay by Check” payment option and email us using the Contact Us form (or g.rawn@spiritandtruthpublishing.com) with your Tax ID (FEIN) and state tax-exempt number.