

### APPLICATION FOR RESALE OF GOODS CERTIFICATE

Certificates are valid on a calendar year basis. All businesses making local purchases for resale must apply for and obtain a Resale of Goods Certificate for exemption. The Resale of Goods Certificate will only be issued to businesses that are registered and current in filing and remitting sales tax. Certificates will not be issued if account is not in compliance. Application will not be processed if information is not complete.

Resale applications are processed each Thursday. Applications received after 4:30 p.m. on Wednesday will not be processed until the following week.

APPLICATION YEAR: Please issue cards for the year of January 1 through December 31, \_\_\_\_\_

NEW APPLICATION \_\_\_\_\_ (Check here if you have never had a CBJ Resale of Goods Certificate before)

RENEWAL \_\_\_\_\_ (Check here if you had a CBJ Resale of Goods Certificate in a prior year)

Business Name \_\_\_\_\_ Sales Tax Account Number \_\_\_\_\_

D.B.A. \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Type of Business Activity \_\_\_\_\_

Number of Cards Requested (limit 4 per business)\* \_\_\_\_\_

\* The applicant is responsible for sales tax liability resulting from misuse of the resale certificate.

**RENEWAL ONLY - Review last year's Resale of Goods Certificate**

**Do you want the same codes as last year? Circle YES or NO**

If you circle NO, please select new codes, and enter below. Please list all codes, not just changes.

Types of Items to be Purchased for Resale (limit 4) - Please see Resale Codes listing

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

I declare subject to the penalties prescribed in City and Borough ordinances that this application has been examined by me and to the best of my knowledge and belief is a true and complete application. I acknowledge that I am solely responsible for purchasing within the categories listed. I understand that misuse of the Resale Certificate is unlawful and subject to prosecution and fine.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

For Sales Tax Office Use Only	
Sales Tax Exemption Number _____	Expiration Date _____
Staff Authorization _____	Issue Date _____