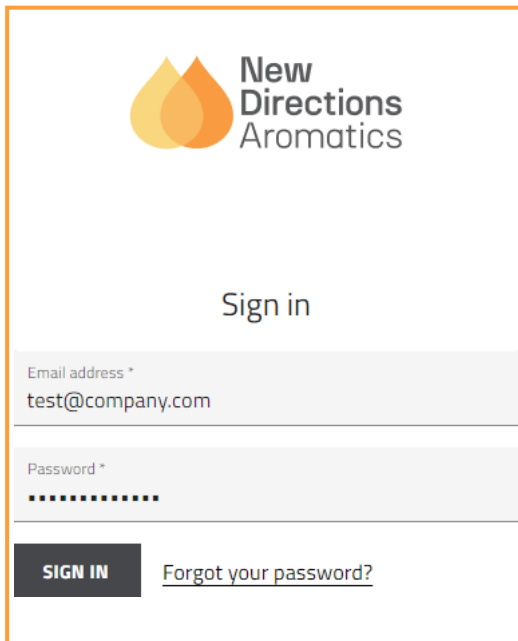
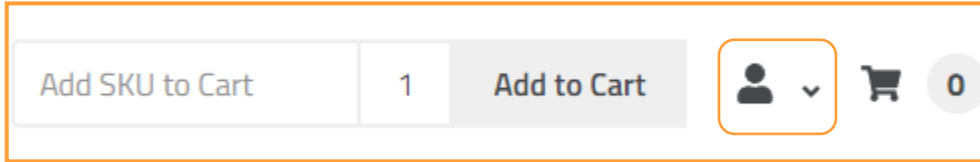




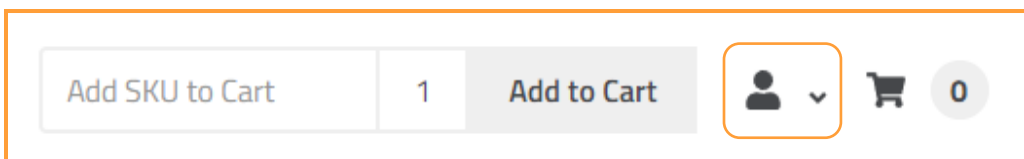
GUIDE TO SUBMITTING YOUR TAX EXEMPTION CERTIFICATE(S)


Please follow the guideline to submit your Tax Exemption Certificate:

1. Click on the **My Account** Icon on the top right corner and sign into your account using your sign in credentials.



2. Once signed in, go to the My Account page and click on the **Manage State Sales Tax Exemption Certificates** on the left-hand side menu.





New Directions
Aromatics

My orders

- Company orders
- Invoice
- Quotes
- Shopping lists
- Quick order
- Addresses
- User management
- Account settings
- Manage State Sales Tax Exemption Certificates

3. Click the **Add New Certificate** button.

State Sales Tax Exemption Certificates

Following are the state sales tax exemption certificates founds in your account.

ADD NEW CERTIFICATE

No tax exemption certificate found.

4. From the drop-down menu, select the State for which your Tax Exemption Certificate applies to and click on the **Add Certificate For Above State** button.

Add Exemption Certificates

Which State does your Tax Exemption Certificate apply to?

Alabama



ADD CERTIFICATE FOR ABOVE STATE

5. Enter your tax information, including your Name, Phone Number, Address, City, State, and State Tax ID Number. Click on the **Save and Continue** button.
6. Select the reason for your tax exemption request.

Add Exemption Certificates

State: Illinois

Which State does your Tax Exemption Certificate apply to? The "NAME" should be the name of your business.

Your Tax Information

NAME

PHONE

ADDRESS

CITY

Country



ZIP

SAVE AND CONTINUE

7. Select the **Type of Purchase** from the drop-down menu and select the **Percentage of Resale**.
8. Enter the Signer's Name and Title, then click **Save and Continue**.

Add Exemption Certificates

State: Illinois

Which State does your Tax Exemption Certificate apply to? The "NAME" should be the name of your business.

- Purchase will be used by a charitable non-profit organization
- Purchase will be used by a common carrier
- Purchase will be used by a diplomatic mission
- Purchase will be used by a prime contractor
- Purchase will be used by a religious or educational organization
- Purchase will be used by a religious organization
- Purchase will be used by the federal government
- Purchase will be used by the local government
- Purchase will be used in agriculture activities
- Purchase will be used in direct mail
- Purchase will be used in industrial production or manufacturing activities
- Purchase will be used in research and development activities
- Purchase will have taxes paid via direct pay permit
- STATE GOV

PREVIOUSSAVE AND CONTINUE

Add Exemption Certificates

State: Illinois

Which State does your Tax Exemption Certificate apply to? The "NAME" should be the name of your business.

[Import your copy of this document](#)

You are completing the Illinois Certificate of Resale for exemption Resale in exposure Illinois

[VIEW DOCUMENT](#)

Business Information

SELECT THE TYPE OF PURCHASER

The purchaser is registered as a reseller with the Illinois Department of Revenue

PROVIDE THE ILLINOIS RESALE NUMBER *

12345678989

DESCRIBE THE PROPERTY THAT IS BEING PURCHASED FOR RESALE OR LIST THE INVOICE NUMBER AND THE DATE OF PURCHASE *

Raw Materials

WHAT PERCENTAGE OF THE PURCHASES YOU MAKE FROM THIS SELLER ARE FOR RESALE?

Less than 100%

WHAT PERCENTAGE OF THE PURCHASES ARE FOR RESALE? *

75%

[PREVIOUS](#)

[SAVE AND CONTINUE](#)

Add Exemption Certificates

State: Illinois

Which State does your Tax Exemption Certificate apply to? The "NAME" should be the name of your business.

Signer Information

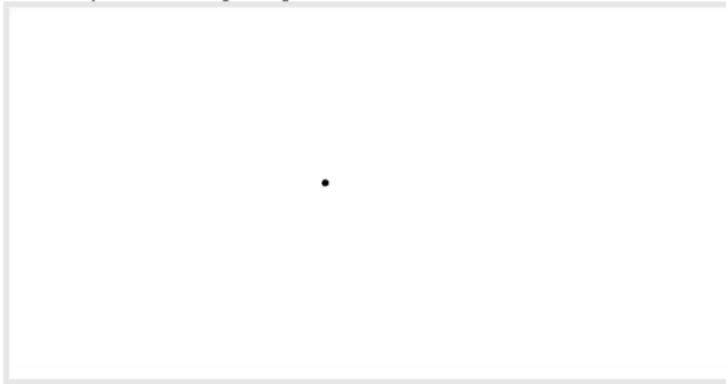
SIGNER NAME *

Akshi Patel

SIGNER TITLE *

Purchasing Manager

Please use your mouse or finger to sign the document



PREVIOUS

CLEAR SIGNATURE

SAVE AND CONTINUE

Add Exemption Certificates

State: Illinois

Which State does your Tax Exemption Certificate apply to? The "NAME" should be the name of your business.

Congratulations!

You have successfully created a document for customer 611455.

9. Once the certificate is created, **Print** or **Download** the certificate and review the document to ensure that all the information is correct.
10. Your newly created certificate will appear under the **State Sales Tax Exemption Certificates** section.

State	Signed Date	Expiration Date	Exempt Reason	Tax ID	Verification	
Illinois	2024-Sep-18	2027-Sep-18	RESALE	12345678989	Valid	View Certificate

If you have any further questions or are having difficulties using the tool, please contact our Customer Service Team at support@newdirectionsaromatics.com or 1-800-246-7817 (Toll Free)