Metabolic Maintenance Tax Exemption Form Portal

These steps need to be completed for each state you wish sales tax exemption in.

1. Follow the link below
   https://app.certexpress.com/?c=3268796f45434336734542f423749572b673d3d

2. DO NOT CLICK “SIGN IN” or “SIGN UP”

3. Click to accept the Terms and Conditions

4. Click the link that looks like this below
   Add an exemption certificate
5. Select the State your Resale Company resides in.

Select the tax compliance document you need

STATE OR TERRITORY
Select...
6. Select the Reason, which in most cases is “RESALE” (But you decide)

Select the tax compliance document you need

STATE OR TERRITORY
Arizona

REASON
RESALE

NEXT
7. Enter in your company Details

Update your company details

COMPANY NAME

My Resale Company, Inc - Name

Primary address and contact information

COUNTRY

United States

PRIMARY BUSINESS ADDRESS

CITY

STATE

ZIP

EMAIL

PHONE NUMBER

SAVE AND CONTINUE
8. Continue to enter in the company details, below are some recommendations.

Enter your company's details to complete the document

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPOSURE ZONE</td>
<td>Arizona</td>
</tr>
<tr>
<td>REASON</td>
<td>Resale</td>
</tr>
<tr>
<td>REQUESTED TO COMPLETE</td>
<td>USA AZ 5000A Resale Certificate</td>
</tr>
</tbody>
</table>

- **CHOOSE A USE FOR THIS CERTIFICATE**
  - Blanket certificate covering multiple purchases (NOTE: You must choose specific dates, certificate valid period not to exceed a 12 month period)

- **ENTER A STARTING DATE FOR THE CERTIFICATE**
  - Today's Date!

- **DEFINE THE PRECISE NATURE OF PURCHASER'S BUSINESS**
  - You Decide!

- **DESCRIPTION OF PROPERTY TO BE PURCHASED**
  - Supplements

- **INDICATE IF YOU CURRENTLY HAVE A TPT/Sales TAX LICENSE NUMBER**
  - Select...
9. Sign and enter an expiration date for your certificate. If you do not have a specific date of expire please enter in “9999-12-31” in that format. Then click “Next”

Your signature is required

DOCUMENT Certificate
EXPOSURE ZONE Arizona
REASON Resale
REQUESTED TO COMPLETE USA AZ 5000A Resale Certificate

SIGNER'S NAME
John Smith
SIGNER'S TITLE
Authorized Signer Title
EXPIRATION DATE
9999-12-31

Sign with your mouse or finger

NEXT  Previous  Cancel
10. Here, it should say “Thanks for providing the following documents for Metabolic Maintenance Products”

Thanks for providing the following documents for METABOLIC MAINTENANCE PRODUCTS

11. The last step would be to download your exemption certificate and email it to us. DO NOT FAX IT

to download the document click on the down arrow as shown below.

Thanks for providing the following documents for METABOLIC MAINTENANCE PRODUCTS

12. Our email is: info@metabolicmaintenance.com

Questions? Our friendly Customer Service Team would be happy to help you. You can reach them at 800-772-7873