

Sales Tax Resale Certificate Completion Guidelines

In order to eliminate the completion of multiple entity certificates, the below forms are issued to Tech Data Corporation, AVT Technology Solutions, Tech Data Government Solutions, Tech Data Delaware and ExitCertified Corp. To avoid delays and/or unnecessary tax on your orders, please provide the appropriate resale certificates prior to your first order using the following guidelines.

The resale/exemption requirements vary depending on where a customer has state registration requirements. State sales/use tax registration number are required if your company meets the minimum registration requirements of the state. Most states accept the home-state certificate in the case of drop shipments if you do not have a registration requirement. The states of California, Washington DC, Hawaii, Florida, Maryland, Massachusetts, Mississippi and Tennessee do not accept the home state certificate and require us to charge tax on transactions unless we have a resale/exemption certificate with their state registration number.

The Multijurisdictional Uniform Certificate is acceptable for the majority of states. The form is required if you are registered or have us drop ship to any of the included states. Please complete and return the provided Multijurisdictional Uniform Certificate.

The states listed below do not either accept the Multijurisdictional form or have restrictions in the case of services. Please email the appropriate tax team listed below to obtain additional required forms.

If you are reselling Services, the following states require their state specific form.
AZ, CO, HI, IL and NM.

The following states require state specific resale certificates to be completed.
IN, MA, NY, VA, WV and WY

The following states have state issued resale documentation. Please forward the state issued documentation.

DC, FL, LA, MS permit, NM, and WA

Additional Dropship requirements

- NY requires the completion of Part 2 of NY Form ST-120 if you are not registered.

Please ensure the resale certificates are completed in their entirety including the following.

1. Legal Business Name and or DBA. *These names must match the name on our account and registration with the state.*
2. Business address
3. Type of business as registered with your state
4. General description of business – *Please choose a description of business from the dropdown box provided on the resale certificate.*
5. State sales/use tax registration number in states you are registered
6. Authorized Signature with title
7. Date certificate is signed

Please use the following email links to send completed forms and/or request additional required forms. USTAXGROUP@techdata.com for Tech Data Corp and TS-Salestax@techdata.com for all other companies.