



## New Customer Information Pro Forma

Sales Rep: \_\_\_\_\_

Date: \_\_\_\_\_

**TAX STATUS - REQUIRED: IF YOUR PURCHASE IS EXEMPT FROM SALES TAX; A SIGNED COPY OF A RESALE CERTIFICATE (EXAMPLE ATTACHED), OR EXEMPT CERTIFICATE MUST BE SUBMITTED WITH THIS FORM. THE EXEMPTION FROM SALES TAX MUST APPLY TO THE STATE(S) TO WHICH YOUR PRODUCT IS BEING SHIPPED. (If you do not submit a proof of exemption, or neglect to provide us with a response below, your account will be noted as Non Exempt and will be charged sales tax, if applicable.)**

Sales Tax Exemption:  Yes  No

### Customer Name and Address - Required for All Agents

Customer Contact	Office Phone#1	Office Phone#2	Email
Company Name		Fax#	Website
Business Street Address	City	State	Zip Code
Billing Street Address	City	State	Zip Code

### Agent Only - Name and Address

Agent Contact	Office Phone#1	Office Phone#2	Email
Agent Name		Fax#	Email
Business Street Address	City	State	Zip Code
Billing Street Address	City	State	Zip Code

Comments:

Signature \_\_\_\_\_

Note: A Sales & Use Tax Registration is not a replacement for a resale certificate

ST-3 (11-11, R-12)

State of New Jersey  
DIVISION OF TAXATION

SALES TAX  
FORM ST-3

RESALE CERTIFICATE

The seller must collect the tax on a sale of taxable property or services unless the purchaser gives him a fully completed New Jersey exemption certificate.

PURCHASER'S NEW JERSEY  
TAXPAYER REGISTRATION NUMBER\*

To be completed by purchaser and given to and retained by seller. See instructions on back.  
Seller should read and comply with the instructions given on both sides of an exemption certificate.

TO \_\_\_\_\_ Date \_\_\_\_\_  
(Name of Seller)

\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

The undersigned certifies that:

- (1) He holds a valid Certificate of Authority (number shown above) to collect State of New Jersey Sales and Use Tax.  
(2) He is principally engaged in the sale of (indicate nature of merchandise or service sold):

\_\_\_\_\_  
\_\_\_\_\_

- (3) The merchandise or services being herein purchased are described as follows:

\_\_\_\_\_  
\_\_\_\_\_

- (4) The **merchandise** described in (3) above is being purchased: *(check one or more of the blocks which apply)*

- (a)  For resale in its present form.  
(b)  For resale as converted into or as a component part of a product produced by the undersigned.  
(c)  For use in the performance of a taxable service on personal property, where the property which is the subject of this Certificate becomes part of the property being serviced or is later transferred to the purchaser of the service in conjunction with the performance of the service.

- (5) The services described in (3) above are being purchased: *(check the block which applies)*

- (a)  By a seller who will either collect the tax or will resell the services.  
(b)  To be performed on personal property held for sale.

I, the undersigned purchaser, have read and complied with the instructions and rules promulgated pursuant to the New Jersey Sales and Use Tax Act with respect to the use of the Resale Certificate, and it is my belief that the seller named herein is not required to collect the sales or use tax on the transaction or transactions covered by this Certificate. The undersigned purchaser hereby swears under the penalties for perjury and false swearing that all of the information shown in this Certificate is true.

NAME OF PURCHASER\* \_\_\_\_\_ (as registered with the New Jersey Division of Taxation)

(Address of Purchaser)\* \_\_\_\_\_

Type of Business\* \_\_\_\_\_

By \_\_\_\_\_

(Signature of owner, partner, officer of corporation, etc.)\* \_\_\_\_\_ (Title)

\*Required

MAY BE REPRODUCED  
(Front & Back Required)

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