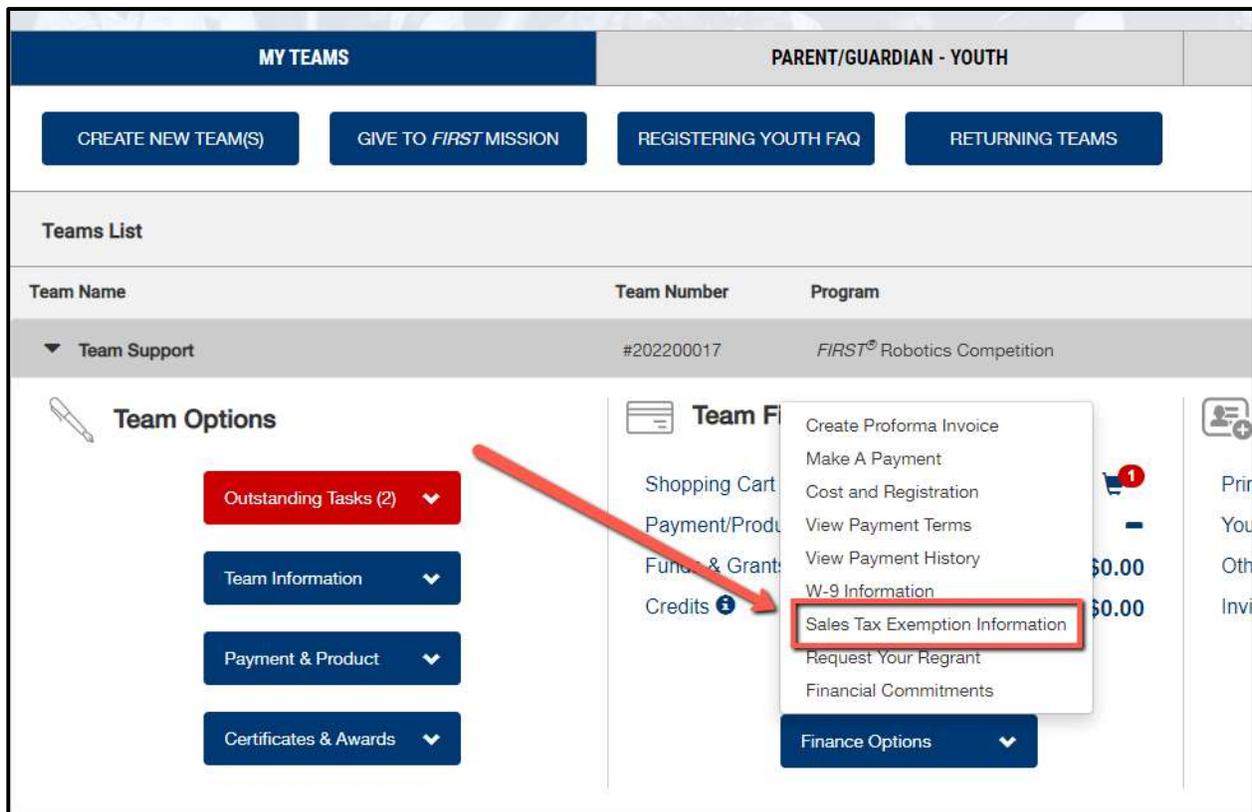


Upload Tax Exempt Form Instructions

Lead mentors and team admins can upload their team's tax exemption form by following these steps:

1. Log into your *FIRST*® account dashboard at www.firstinspires.org
2. Click your MY TEAMS tab
3. Click the “Finance Options” drop-down in the “Team Finances” column
4. Select “Sales Tax Exemption Information”



The screenshot displays the FIRST® account dashboard. At the top, there are two tabs: "MY TEAMS" (selected) and "PARENT/GUARDIAN - YOUTH". Below the tabs are four buttons: "CREATE NEW TEAM(S)", "GIVE TO FIRST MISSION", "REGISTERING YOUTH FAQ", and "RETURNING TEAMS". The main content area is titled "Teams List" and shows a table with columns for "Team Name", "Team Number", and "Program". A team named "Team Support" with ID "#202200017" and program "FIRST® Robotics Competition" is listed. Below the table, there are two columns of options. The left column, "Team Options", includes "Outstanding Tasks (2)", "Team Information", "Payment & Product", and "Certificates & Awards". The right column, "Team Finances", includes "Shopping Cart", "Payment/Product", "Funds & Grants", "Credits", and "Finance Options". The "Finance Options" dropdown menu is open, showing a list of options: "Create Proforma Invoice", "Make A Payment", "Cost and Registration", "View Payment Terms", "View Payment History", "W-9 Information", "Sales Tax Exemption Information" (highlighted with a red box), "Request Your Regrant", and "Financial Commitments". A red arrow points from the "Sales Tax Exemption Information" option in the dropdown menu to the "Outstanding Tasks (2)" button in the "Team Options" column.

5. Click the “Sales Tax Exemption Form” hyperlink

FINANCIAL FORMS

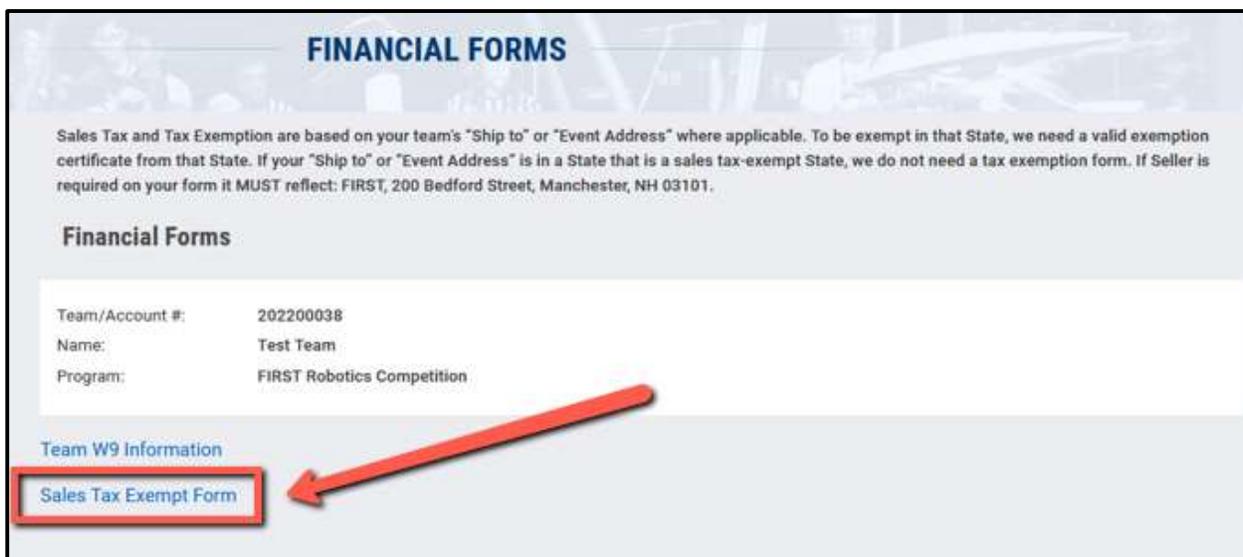
Sales Tax and Tax Exemption are based on your team's "Ship to" or "Event Address" where applicable. To be exempt in that State, we need a valid exemption certificate from that State. If your "Ship to" or "Event Address" is in a State that is a sales tax-exempt State, we do not need a tax exemption form. If Seller is required on your form it MUST reflect: FIRST, 200 Bedford Street, Manchester, NH 03101.

Financial Forms

Team/Account #: 202200038
Name: Test Team
Program: FIRST Robotics Competition

Team W9 Information

Sales Tax Exempt Form



6. Select your team's state in the "Ship to State" drop-down
7. Click the "Add Sales Tax Exemption Form" button

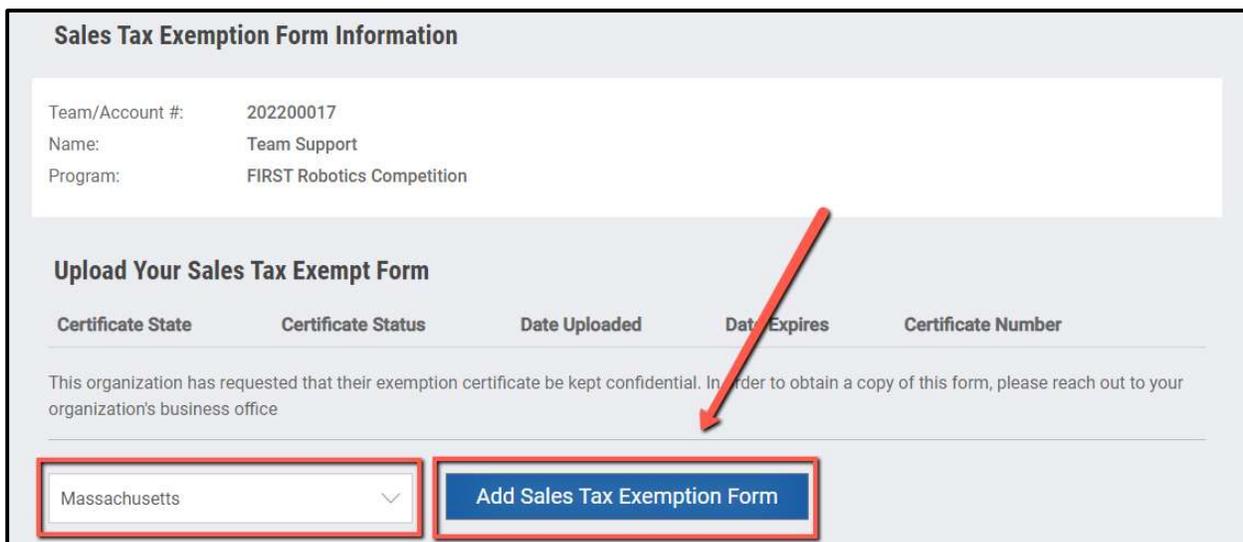
Sales Tax Exemption Form Information

Team/Account #: 202200017
Name: Team Support
Program: FIRST Robotics Competition

Upload Your Sales Tax Exempt Form

Certificate State	Certificate Status	Date Uploaded	Date Expires	Certificate Number
This organization has requested that their exemption certificate be kept confidential. In order to obtain a copy of this form, please reach out to your organization's business office				

Massachusetts



8. If you have multiple teams, you will be asked if you want to apply this sales tax exemption form to any of your other teams. Check off the box, "Apply Tax Exempt Form" for any applicable teams, and click "Continue"

Will any of the following teams be using this same tax exempt form? If so, select the teams and click continue.
Once you select continue, your request to have your certificate linked to your other teams that you have selected will be sent to salestax@firstinspires.org. Please allow 2-5 business days for your request to be processed. Once complete, you will receive an email notifying you that your certificate is linked to the requested teams.

Program	Team Number	Team Name	Apply Tax Exempt Form	Status
FLL	202100134	Team Support	<input checked="" type="checkbox"/>	
FTC	202100105	Team Support	<input checked="" type="checkbox"/>	

9. Enter the fields with your organization's sales tax information and click "Save and Continue"

Your Tax Information

NAME
FIRST

PHONE
603-666-3906

ADDRESS
200 Bedford St

CITY
Manchester

COUNTRY
United States

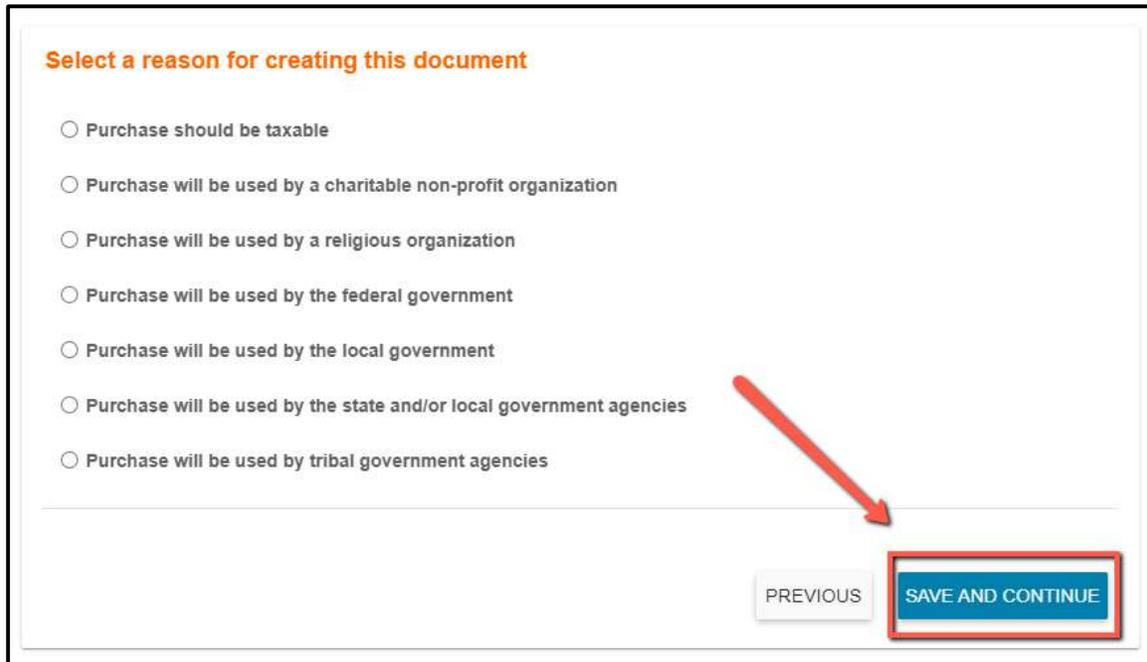
STATE
New Hampshire

ZIP
03101

EMAIL ADDRESS
customerservice@firstinspires.org

FEIN
00-0000000

10. Select the reason for creating this document and click “Save and Continue”
- a. *FIRST*® cannot provide you with the correct selection for your organization. If you do not know the correct selection for your organization, contact someone in the administration office for the answer to this question.



Select a reason for creating this document

Purchase should be taxable

Purchase will be used by a charitable non-profit organization

Purchase will be used by a religious organization

Purchase will be used by the federal government

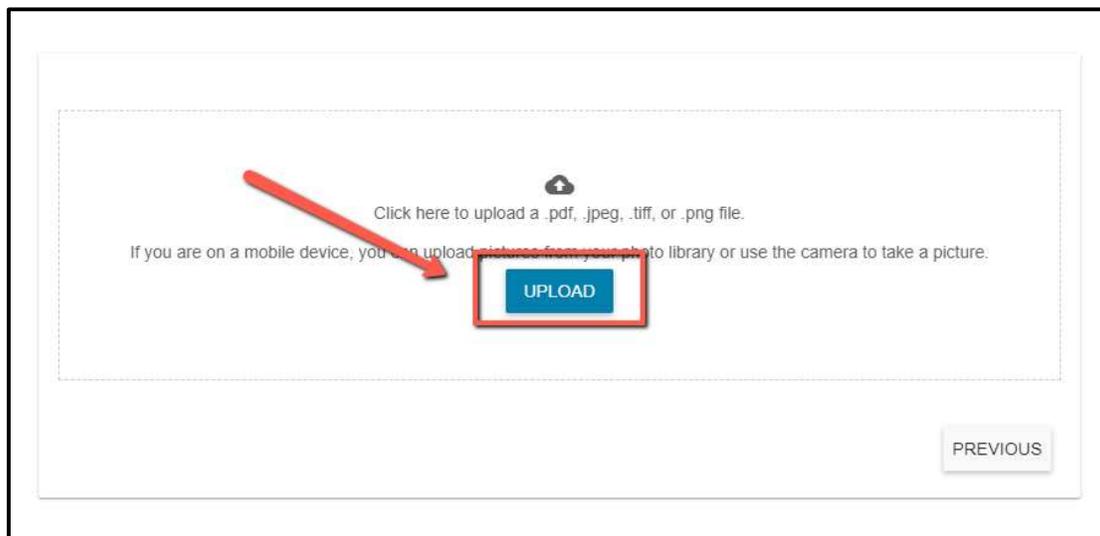
Purchase will be used by the local government

Purchase will be used by the state and/or local government agencies

Purchase will be used by tribal government agencies

PREVIOUS **SAVE AND CONTINUE**

11. Click “Upload” to upload your team’s sales tax exemption form



Click here to upload a .pdf, .jpeg, .tiff, or .png file.

If you are on a mobile device, you can upload pictures from your photo library or use the camera to take a picture.

UPLOAD

PREVIOUS

Congratulations, you successfully uploaded your team's sales tax exemption form!

Congratulations!

You have successfully created a document for customer ACCTSTAGINGFRC386287.