

# Maine – Resale Request

**SELLER**

**BUYER**

**Important** – To satisfy sales tax exemption requirements, please send the following forms back to us:

1. This cover page AND
2. A copy of your State of Maine Resale Certificate. Please remember to complete the bottom portion of this form with your signature and date. An example of this form is provided.

If sending more than one document, send separately using the same order as described above.

Documents can be returned to us by mail using the address listed above or you may email or fax the forms back to us at:

Fax Number is: \_\_\_\_\_

Email Address is: \_\_\_\_\_

**Sample Exemption Document**

**Purchaser's business name will be printed here.** (points to Business Name field)

**Purchaser's Sales Tax Number** (points to Certificate Number field)

**Valid Date of Certificate** (points to Validity Dates field)

**Type of activity this business is engaged in** (points to Business Type field)

**STATE OF MAINE MAINE REVENUE SERVICES RESALE CERTIFICATE**

THIS CERTIFICATE IS VALID JANUARY 1, 0000 THROUGH DECEMBER 31, 0000

Business Name and Location Address	Certificate Number	Business Type
ABC Corporation Any Name Street Anytown, ME 00000-0000	0000000	Grocery

This is to certify that the above named business is authorized to purchase tangible personal property for resale during the period identified on this certificate. This certificate cannot be reassigned or transferred and can only be used by the above business or its authorized employees. This certificate is void if the business has ceased operating or if the certificate has been altered.

The above named business certifies that the following items will be resold as tangible personal property in the ordinary course of their business:

Presented to: \_\_\_\_\_ Presented by: \_\_\_\_\_  
(insert name of seller on photocopy) (date) Authorized Signature (purchaser) (date)

**Purchaser enters a list of items to be purchased for resale** (points to item list area)

**Enter Supplier's name** (points to Business Name field)

**Purchaser signs and dates the certificate** (points to signature line)

**State Tax Assessor's authorizing signature** (points to State Assessor signature)