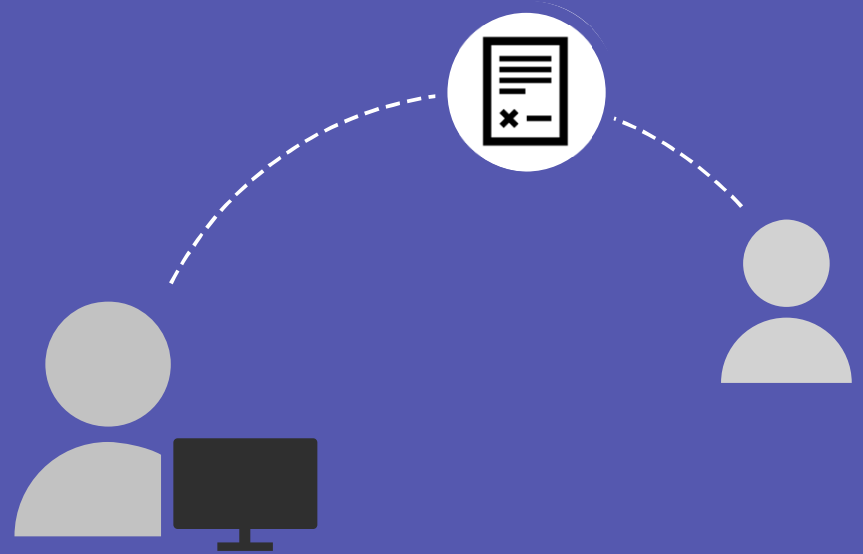


How to create and send tax exemption certificates to Polar Tech Industries, Inc



Are you tax exempt?

If you qualify for tax-exempt status on the products you are purchasing, please provide the state specific tax-exempt documentation in advance, prior to placing your orders.

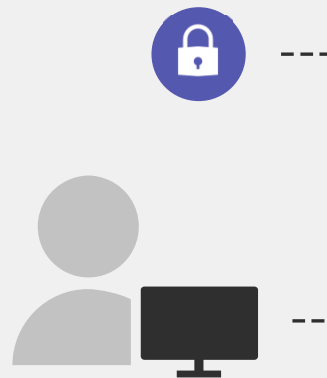
Polar Tech uses Avalara Inc to manage and administer our customer tax exemption certificates. You may use this helpful How To guide to upload your exemptions to [Avalara CertExpress](#).

Polar Tech
Industries

PROTECTIVE PACKAGING for PERISHABLES



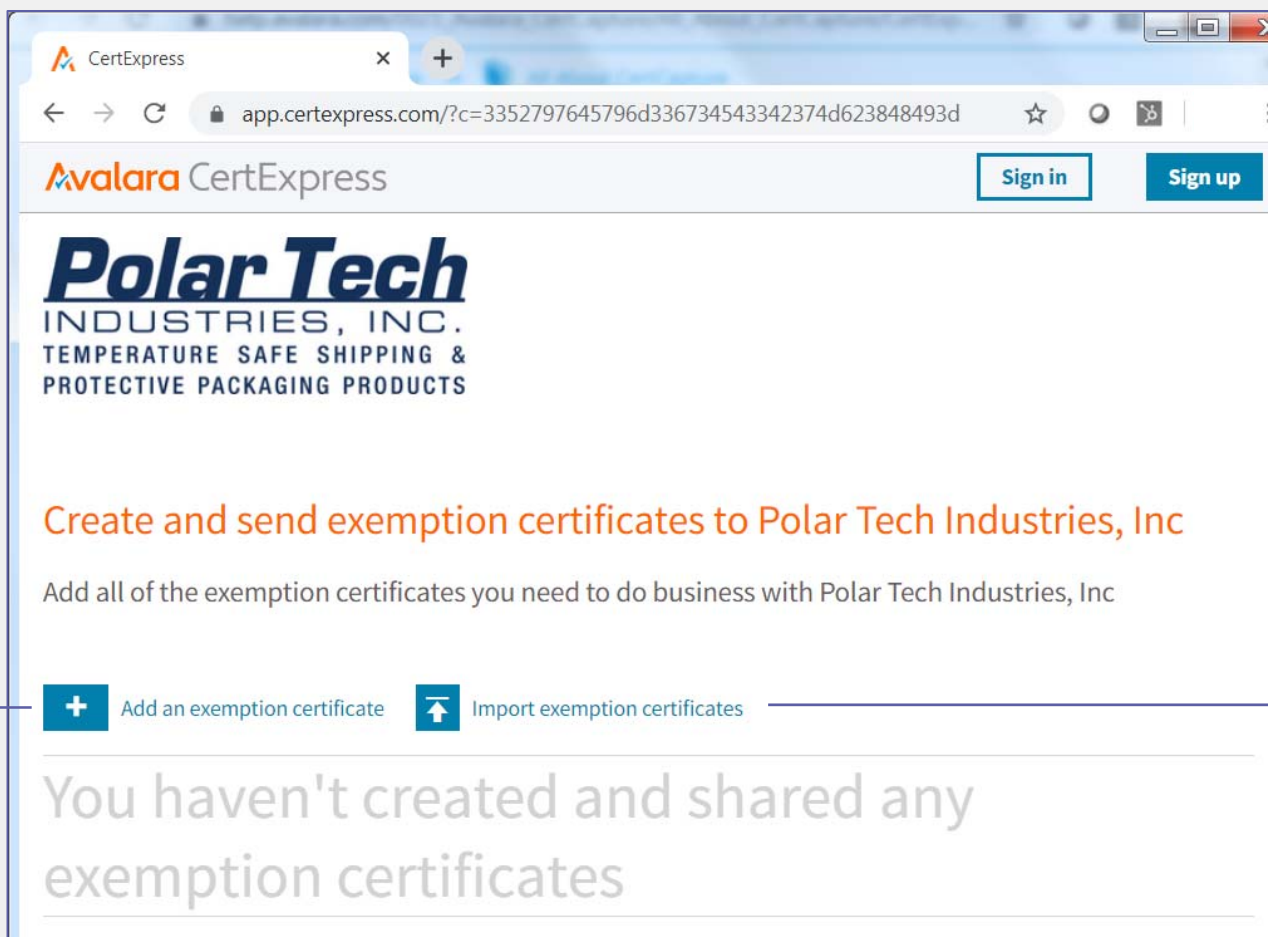
**Go to the
Avalara secure
landing page:**



**Avalara
CertExpress**

(click here)

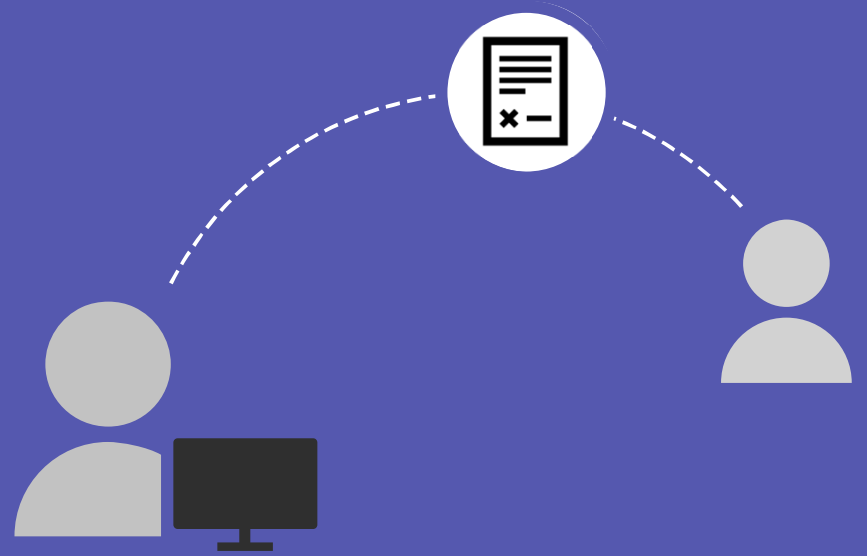
Your data will be entered through a secure site and the information is used for the exemption certificate purposes only.



Option 1
Choose either "Add an exemption certificate"

Option 2
Choose "Import exemption certificates"

OPTION 1



Add an exemption certificate

You may use option 1 to upload one exemption certificate at a time. This is the recommended option to properly process each document for successful upload.



Tax Compliance Document Details:

Option 1

Step 1

CertExpress asks for your company state or region and your exempt reason so that it can display the correct document.

Select the tax compliance document you need

DOCUMENT TYPE

Sales and Use Tax

STATE OR TERRITORY

Washington

REASON

RESALE

If available, you may select the categories that apply to your business. You must select at least one category.

Select the tax exempt purchases that apply to your company

☐ SELECT ALL

☐ Digital Products

☐ Download Product

☐ eProducts

☐ General Products

☐ Outdoor Equipment

☐ Party goods

☐ Seafood

☐ Services

Option 1

Step 2

Update your company details

COMPANY NAME

John Farmer

Primary address and and contact information

COUNTRY

United States

PRIMARY BUSINESS ADDRESS

160 Fontaine Dr

CITY

Cheektowaga

STATE



ZIP

14215

EMAIL

PHONE NUMBER

9198961111

SAVE AND CONTINUE

• CertExpress presents the required fields for the document your company needs.

Enter your company's details to complete the document

DOCUMENT Certificate
EXPOSURE ZONE Washington
REASON Resale

REQUESTED TO COMPLETE  USA WA SST Certificate of Exemption | [Import your copy of this document](#)

Business Information

IS THIS A BLANKET CERTIFICATE COVERING MULTIPLE PURCHASES OR A SINGLE PURCHASE CERTIFICATE?

Blanket certificate covering multiple purchases ▼

EXEMPTION NUMBER TYPE TO PROVIDE

Federal Employer Identification Number (FEIN) ▼

ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)

Exemption Information

PLEASE SELECT THE TYPE OF BUSINESS

Agricultural, forestry, fishing, hunting ▼

PLEASE SELECT THE REASON FOR EXEMPTION

Resale ▼

RESALE NUMBER

NEXT

[Cancel](#)

Option 1

Step 3

● Enter your company's business information and specific exemption details.

Import your copy of the applicable document.



Signature:

Option 1

Step 4

Your signature is required

DOCUMENT Certificate
EXPOSURE ZONE Washington Sales Tax
REASON Resale
REQUESTED TO COMPLETE  USA WA SST Certificate of Exemption

SIGNER'S NAME

John Doe

SIGNER'S TITLE

CEO

Sign with your mouse or finger

Signature

Clear Signature

- CertExpress requests a signature (if the signature has not previously been saved) and applies it to the document.



View:

Option 1

Step 5

Avalara CertExpress

Sign in

Sign up

Polar Tech
INDUSTRIES, INC.
TEMPERATURE SAFE SHIPPING &
PROTECTIVE PACKAGING PRODUCTS

Thanks for providing the following documents for Polar Tech Industries, Inc

+ Add an exemption certificate ↑ Import exemption certificates

Manually added 1 | Imported files 0



VIEW

Washington

EXPIRES

9999-12-31

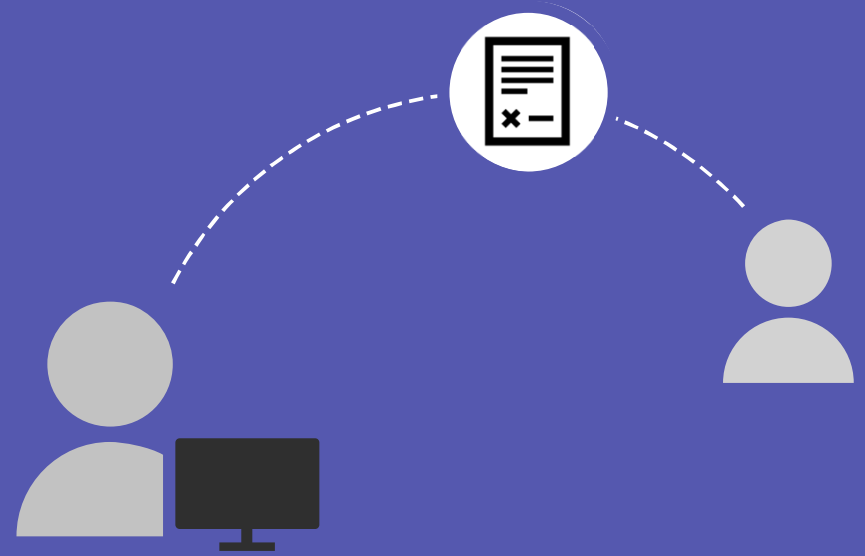
STATUS

PENDING



- You have submitted your document to Polar Tech. Now you may view, download, or share the finished document after it processes.
- If you have another document to add, you may repeat the process.

OPTION 2



Import exemption certificates

You may use option 2 to upload multiple exemption certificates at a time. Note that if any one document fails the import, it will reject the entire batch. This option is **not** recommended as you may be required to resubmit all documents one at a time.

Please do NOT submit previously completed forms as many state regulations have changed over the years and require updated certificates. Certificates that are prepared by using this online system will comply with jurisdictional tax laws.



Import exemption certificates:

Option 2

Step 1

Avalara CertExpress

Sign

Polar Tech
INDUSTRIES, INC.
TEMPERATURE SAFE SHIPPING &
PROTECTIVE PACKAGING PRODUCTS

Import exemption certificates

Import up to 10 files at once. For best performance, avoid mixing file types.

drag and drop

Upload up to 10 .pdf, .png, .jpeg, .gif, .tiff, or .zip files at a time

Browse instead

Back

You may import up to 10 files at once.

For best performance,
avoid mixing file
types.



Upload your document(s):

Option 2

Step 2

To import, simply drag and drop or browse instead.

Import exemption certificates

Import up to 10 files at once. For best performance, avoid mixing file types.

drag and drop

Upload up to 10 .pdf, .png, .jpeg, .gif, .tiff, or .zip files at a time

Browse instead

Importing may take a few minutes

122RD.jpg

Import

Cancel

Once you have uploaded applicable files select 'Import'.



View:

Option 2

Step 3

Avalara CertExpress

Files imported successfully. Upload more when you're ready

Polar Tech
INDUSTRIES, INC.
TEMPERATURE SAFE SHIPPING &
PROTECTIVE PACKAGING PRODUCTS

Thanks for providing the following documents for Polar Tech Industries, Inc



Add an exemption certificate



Import exemption certificates

Manually added 1 | Imported files 2

FILENAME	IMPORT DATE	STATUS
119.jpg	02/06/2020	Complete
122RD.jpg	02/06/2020	Complete

You have submitted your document to Polar Tech. Now you may view, download, or share the finished document after it processes.

If you have another document to add, you may repeat the process.



You have successfully submitted your tax exempt documents!

Please Note: Avalara Inc. is Polar Tech's exemption certificate manager. You may receive future via email and/or mail instructions on how to submit your Sales Tax Exemption Certificate for your Polar Tech account.

If you have any specific questions, please send them to taxexempt@polar-tech.com.

This material has been prepared for informational purposes only, and is not intended to provide, and should not be relied on for, tax, legal or accounting advice. You should consult your own tax, legal and accounting advisors before engaging in any transaction.