                                                                                                                       
Business Name  
Address  
City, State ZIP  
Customer #:    
  
  
Dear Sir or Madam:  
  
Motor State Distributing is currently completing an update of sales tax exemption certificates. Motor State Distributing is required to collect sales and/or use taxes on your purchases unless we are provided with a current valid resale/exemption certificate(s) for the state(s) that your company’s purchases are shipped. If your business is no longer sales tax exempt, we would also like to update our records to reflect this.

If your purchases are taxable or any of the other below statements apply, please indicate the relevant response, sign, and return this letter to [salestax@motorstate.com](mailto:salestax@motorstate.com), or fax it to (269) 593-5918.  
  
\_\_\_\_\_\_\_ purchases are taxable, please remove me from future requests.  
  
\_\_\_\_\_\_\_ the business is no longer buying goods, please remove me from future requests.  
  
\_\_\_\_\_\_\_ the business has ceased operation, please remove me from future requests.  
  
  
Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
Thank you for your cooperation and prompt response in this matter.  
  
Sincerely,  
  
Tax Exemption Certificate Team at Motor State Distributing