



Non-Profit/Tax Exemption Cover Letter

To: Billing Adjustment at Constant Contact, Inc.		Fax: (781)652-5123
Name:		Number of Pages:
E-mail address for additional information:	Constant Contact Login:	
<p><u>The status I am applying for is:</u></p> <p><input type="checkbox"/> Non-Profit (My IRS Letter of Determination is included)</p> <p><input type="checkbox"/> State Sales Tax Exemption (Required form(s) from the list below is (are) included)</p> <p><input type="checkbox"/> Non-Profit & State Sales Tax Exemption (Included are my IRS letter and form(s) listed below.)</p>		
<u>If seeking tax exempt status please send the required paperwork from the list below:</u>		
Arizona Generally sales to non-profits are subject to State and local sales tax. Customers who believe that their purchase from Constant Contact qualifies for an exception from tax should submit a "Transaction Privilege Tax Exemption Certificate" Arizona Form 5000 .		
Illinois A copy of your organization's exemption letter issued by the Illinois Department of Revenue, typically an STS-49 or STS-70 depending on the type of your organization.		
Massachusetts You should submit a "Certificate of Exemption", Massachusetts Form ST-2 (with applicable renewal letter if ST-2 has expired), and a "Sales Tax Exempt Purchaser Certificate", Massachusetts Form ST-5 .		
New York You should submit a completed "Exempt Organization Certification", New York form ST-119.1 . If you are considered a municipal non-profit a 119.1 does not apply to you. Instead, please submit your letter from the NY State Department of Taxation & Finance stating your municipal sales tax exemption.		
Pennsylvania A completed "Pennsylvania Exemption Certificate"		
Texas A completed "Texas Sales and Use Tax Exemption Certification".		
Washington State Generally, sales to non-profits are subject to State & local sales tax. If you believe your organization is exempt you should submit a "Buyers' Retail Sales Tax Exemption Certificate".		
General Information: Documentation must reference your Constant Contact account login so that we are able to identify your account. Documentation must be currently valid and it is the customer's responsibility to update those forms on file prior to future payments if documents have expired. Customers should consult their local government resources to determine what forms are required based on their specific tax exempt status.		