Office DEPOT®

Sales Tax Exemption Application

Please print all information clearly. Please accompany this application with your state specific exemption certificate. To expedite processing, please ensure all required information is complete and accurate.

To be approved for a tax exemption purchasing card, complete this form, attach a copy of your tax-exemption certificate and mail in this postage-paid envelope, fax to (561) 438-2405 or email TaxExemption@officedepot.com. The documentation will be verified. Once the application is approved, your permanent card will arrive by mail in approximately two weeks.

FOR OFFICE USE ONLY
Store#

☐ New Customer ☐ Existing Customer Existing Customer ID

Today's Date Month / Day / Year

COMPANY INFORMATION (please print clearly)

First Name Last Name

Company Name

Company Address

City State Zip

Telephone Number County

COMMUNICATION

Email Address

*To expedite communication regarding your tax exempt processing, please provide your email address.

MAILING ADDRESS (If different from above)

Mailing Address

City State Zip

TAX INFORMATION

N ☐ Nonprofit organization R ☐ Resale G ☐ Governmental

A COPY OF YOUR TAX-EXEMPTION CERTIFICATE MUST BE ATTACHED.
For a complete listing, specific tax exemption information, and to locate your specific state form visit: http://www.irs.gov/taxpros/article/0,,id=100236,00.html and select your particular state or contact the Office Depot Tax Exempt Department at 800-848-8100.