



## Tax Exempt Cover Sheet

**Please Note:** Your first tax-exempt order will be placed on hold for up to 2 business days and will be processed when Dollar Tree receives your tax-exempt certificate. If your tax-exempt certificate is not received within 3 business days, your order will be processed with tax, which is not refundable.

### INSTRUCTIONS:

- Please complete all fields on this form. This information will be linked to your online account, allowing you to place orders for your organization as a Tax Exempt Entity.
- Please fax (757-321-5245) or e-mail (ddirect@dollartree.com) this cover sheet and a copy of your tax-exempt certificate to us.
- Our tax department will review your tax-exempt certificate. If there are any questions, our tax department will contact you.
- If you have additional questions, please contact our 24/7 Customer Support Center at 1-877-530-TREE (8733).

Please complete all fields:

Today's Date:

Customer First Name:

Customer Last Name:

Customer E-mail Address:

Exempt Organization Name:

Exempt Organization State:

Tax Exempt Number:

Please fax (757-321-5245) or e-mail (ddirect@dollartree.com) this cover sheet and a copy of your tax exempt certificate to us.

For office use only – Customer Number: