Customer#

# Oklahoma – Contractor Exempt Entity Instructions

SELLER

SOUTHERN SHINGLES

5900 S LAKE FOREST DR #400

McKINNEY, TX 75070

BUYER

**Important** – To satisfy sales tax exemption requirements, please send the following forms back to us:

1. This cover page AND
2. Documentation as described below in the notes by Oklahoma regulation. An example of the an exempt entity exemption letter is provided as reference.

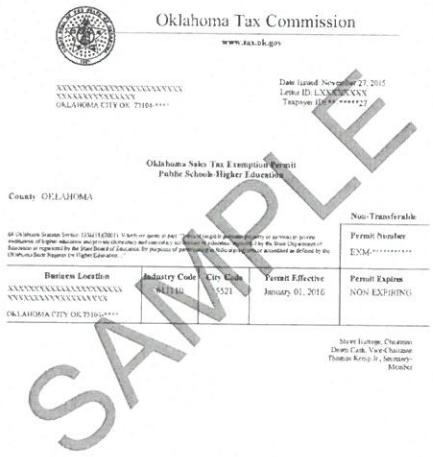
If sending more than one document, send separately using the same order as described above.

Documents can be returned to us by mail using the address listed above or you may email or fax the forms back to us at:

Fax Number is: _____

Email Address is: _____

**Sample Exemption Document**




**NOTES** – Oklahoma regulation:

c) Documentation required for limited exceptions. In the case of a sale to a contractor claiming exemption pursuant to subsections (b)(1), (b)(2), (b)(3), (b)(6) or (b)(8) of this Section, the vendor must obtain:

(1) A copy of the exemption letter or card issued to one of the entities described in (b) of this subsection;

(2) Documentation indicating the contractual relationship between the contractor and the entity; and,

(3) Certification by the purchaser, on the face of each invoice or sales receipt, setting out the name of the exempt entity, that the purchases are being made on behalf of the entity, and that they are necessary for the completion of the contract.