

## SUBMISSION OF SALES TAX NUMBERS

By filling out and signing the sales tax exemption form, you are certifying that the sales tax number you are providing to Scent-Sations, Inc is issued to **you**\*. If you knowingly send us a sales tax exemption form and you are not registered with your state's Department of Revenue to collect and remit sales tax can subject you to penalties and fines issued by your state's Department of Revenue. Note: Filling out an exemption form does not mean you do not have to pay sales tax; you are transferring the responsibility of the collection and remittance of the sales tax from Scent-Sations, Inc to yourself and will be responsible for all record keeping and remittance of all sales tax due to your state (and local authorities, if applicable.) (\***you**- meaning that the information used to register with your Department of Revenue matches the information on your Scent-Sations, Inc account. If your license is issued in a business name with an EIN then your account with Scent-Sations, Inc must have that same business name and EIN, If your license is issued to a personal name with a social security number then your account with Scent-Sations, Inc must have that same personal name and social security number.)

The Louisiana Form R-1042 is no longer valid. Please follow the steps below to obtain the correct form. The new form we need is **Louisiana Resale Certificate Purchases of Tangible Personal Property for Resale (Form R-1064)**. If you do not already have this form please follow the steps below to obtain it:

1) Complete **Resale Certificate Application (Form R-1067)**. This is needed in order to obtain a **Louisiana Resale Certificate Purchases of Tangible Personal Property for Resale (Form R-1064)** which allows you to be sales tax exempt.

Link to Louisiana form R-1067 Application for Resale Certificate:

[http://www.revenue.louisiana.gov/forms/taxforms/1067%281\\_10%29F.pdf](http://www.revenue.louisiana.gov/forms/taxforms/1067%281_10%29F.pdf)

2) Once you complete the application it must be mailed to the address on the top of the form which is:

Louisiana Department of Revenue  
Special Programs Division  
Taxpayer Services  
P.O. Box 66362  
Baton Rouge, LA 70896

After it has been processed, which according to the Louisiana Department of Revenue takes about 30 days, you should receive the **Louisiana Resale Certificate Purchases of Tangible Personal Property for Resale (Form R-1064)** in the mail.

Link to print out R-1064:

<https://esweb.revenue.louisiana.gov/OnlineResaleCertificates/Login.aspx?ReturnUrl=%2fOnlineResaleCertificates%2fdefault.aspx>

3) Once you have the **Louisiana Resale Certificate Purchases of Tangible Personal Property for Resale (Form R-1064)** please complete the bottom Authorization box of the form and fax it to (570)270-9012 OR mail a copy to :

Scent-Sations, Inc  
Attn: Tax Department  
1 George Avenue  
Wilkes-Barre, PA 18705