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**CUSTOMER GUIDE: Tax Exempt Organizations**

## How to Make a Purchase as a Tax Exempt Organization

### I. If You are Making Payment with a Check...

- a. Cut your check for the Invoice amount ***minus*** tax.
- b. Mail your check to the remittance address on your Invoice.
- c. Note Your Order ID.

### II. If You are Making Payment with a Credit/Debt Card...

- a. Make your purchase using your bank card. Tax will be collected.
- b. Note Your Order ID.

### III. Submit Your Tax Exemption Certificate.

- a. Click <https://fastspring.com/consumer-support-form/tax-vat-gst/>
- b. Choose **Tax** as the Primary Category.
- c. Click **Add File...** to attach your Tax Exemption Certificate.
- d. Enter a Description (*e.g., Our Organization is Tax Exempt*) and include your **Order ID**.
- e. Choose **Yes, I Already Purchased**.
- f. Enter Product Name: **FLEETMATE**.
- g. Enter Purchase Website: **www.fleetmate.com**.
- h. Enter Your **Contact Information**.
- i. Click **Submit**.

If you had made payment with a check, your check will be processed (minus tax). Once your check clears, your registration key will be issued via email.

If you had made payment with a bank card, your registration key will be issued via email once your payment is processed. The tax initially collected will be refunded back to your bank card account within seven (7) business days.

Thank you for your FLEETMATE purchase! If you need assistance, please send additional questions to [support@fleetmate.com](mailto:support@fleetmate.com).