



12575 Uline Drive • Pleasant Prairie, WI 53158  
Phone 888-362-1909 • FAX 262-612-4276  
Email [TaxDepartment@uline.com](mailto:TaxDepartment@uline.com)  
WEB • [uline.com](http://uline.com)

## Tax Instructions

If your business qualifies for a sales tax exemption, a properly completed exemption certificate, or other state approved form, must be submitted to Uline's Tax Department.

### Create a Tax Exemption Certificate Electronically

- Select the Create Tax Exemption button.
- Select the exempt state(s).
- Select the exemption you are claiming.
  - **Note:** A certificate is not required for Federal government.
- The form required to claim an exemption will be identified.
  - Some exemptions require a state issued form to be submitted.
  - If certificate must be uploaded, you will be prompted to select the file and provide requested information.
- Once all information has been provided, select Submit. The completed certificate or uploaded document will be submitted to the Tax Department for processing.

### Submit a Manually Prepared Certificate

- Upload your signed certificate using the upload link on the Tax Information page.
- Email your signed certificate to [taxdepartment@uline.com](mailto:taxdepartment@uline.com).
- Fax your signed certificate to 262-612-4276.

### Certificate Requirements

- IRS letters, W-9's and state issued permits/licenses are generally not acceptable to claim an exemption.
- Certificates requiring a description of exempt items must be completed and indicative of products purchased from Uline.
- Verify the name on your exemption certificate matches the name on the account.
- Certificates requiring a signature must be physically signed to be valid.
- Uploaded documents must be in an electronic format (.pdf, .tif, .jpg, .bmp).

### Tax Department Processing

Once we have received the completed exemption certificate, we will update your account within one business day.

If the certificate is processed before your order invoices, tax will be adjusted based on the certificate. To request a tax credit on an invoiced order, contact the Tax Department.

If the exemption certificate received is incomplete, a Uline Tax Specialist will contact you with details needed to complete the certificate.

### Questions?

Please don't hesitate to contact a Uline Tax Specialist at [taxdepartment@uline.com](mailto:taxdepartment@uline.com) or 888-362-1909. We are available Monday - Friday, 7:30am - 8:15pm CST and will respond promptly to your request.



**Product Group Item Examples** - This is a sampling of the types of items included in each group. It is not inclusive.

**Product groups may not qualify for all exemptions claimed. Additional confirmation may be required.**

PRODUCT GROUP	DESCRIPTION
Packaging Supplies	Boxes, bags, food service containers, mailers, mailing tubes, wrapping materials, gift wrap/ribbons, twist ties, butcher/freezer paper, plastic tubes & caps, drums, pails & lids, jars, jugs & bottles, wood pallets, wood cartons, carton staples, cushioning, peanuts, foam, vermiculite, shrink film/bags/bands, carry handles, packing tape
Protective Packaging	Damage indicators, freeze/heat indicators, cold packs, twine & rope, plastic pads, honeycomb pallet runners, wood crates, anti-slip paper, honeycomb void fill, desiccants, dunnage bags, edge protectors, stretch wraps, marine/industrial shrink film, pallet covers & bands, poly sheeting, top sheeting, tarps, netting, strapping, strapping seals & buckles
Labels	Shipping & handling labels, DOT labels, laser labels, mailing labels
Packing List Envelopes	Packing list envelopes, special use envelopes, pouch tape
Facilities Maintenance	Traffic safety, parking & traffic signs, sign posts & bases, outdoor furniture, office furniture, chairs & stools, folding tables & chairs, file cabinets, American flags, state flags, foreign flags, fire extinguishers, light bulbs, mats, smoker's receptacles, ladders, grounds maintenance (ice melt, outdoor storage sheds & boxes, spreaders, dog waste systems, snow shovels, tool racks, trash pickers, asphalt pothole fillers), key holders & cabinets, pest control, extension cords, batteries, pressure washers & hoses, flashlights, tools, fire blankets, related parts & accessories
First Aid Supplies	First aid kits, other kits (e.g. bloodborne pathogen kits), bandages, gauze, medical tape, ice packs, cotton swabs, cotton balls, tongue depressors, over-the-counter medication, saline solution, sunscreen, related parts & accessories
Food & Drink	Coffee, tea, cocoa, creamers, sugar, candy, Gatorade, related items
Janitorial Supplies	Aerosols, brooms & dust pans, cleaners, spray bottles, mops, scouring pads, wipes/rags/paper/hand towels, towel dispensers, soap dispensers, sorbents & spill control, sweeping compound, tilt trucks, trash cans & recycling containers, vacuum/floor cleaner, ice melt floor cleaner, trash can liners, feminine hygiene products, hand sanitizer, toilet paper, air fresheners, baby changing stations, hand dryers, toilet seat covers & dispensers, plungers, urinal mats, screens & blocks, soaps w/out drug facts, facial tissue, related parts & accessories
Material Handling	Scales, dollies, lift tables, positioners & stackers, ramps, hand trucks, platform trucks, basket trucks, pallet trucks & pullers, related parts & accessories
Office Supplies	Restaurant operation supplies, literature displays, boards & easels, foam board, clocks & time clocks, shipping forms, paper/presentation/Tyvek envelopes, DVD's & CD's, DVD & CD cases/envelopes/sleeves, markers & highlighters, rubber bands, clipboards, raffle tickets, storage file boxes, ballot boxes, banker boxes, evidence boxes, badge lanyards, laminating machines & supplies, color Kraft paper, plotter paper, stamps, reusable shopping bags, breakroom supplies, related parts & accessories
Promotional Items	Blankets, duffel bags, framed prints, golf balls & towels, mugs, tumblers & water bottles, flashlights, hats & caps, clothing
Retail Operations	Price tags, retail labels (price tags, size labels, etc.), clothing racks & hangers, retail displays, store operations supplies, take-a-number system, shopping baskets & carts, crowd control barriers, money counters/sorters, register paper, lighted "Open" signs, price tag guns, related parts & accessories
Safety/Protection Gear	Gloves, safety glasses, dust masks & respirators, hearing protection, fall protection, lifting straps, work belts, lab coats, aprons, coveralls, rain suits, rubber boots, shoe & boot covers, hard hats, hi-vis & safety vests & accessories, hair nets, grounders & static control equipment, eyewash stations, safety dispensers, compliance centers, related parts & accessories
Specialty Tapes & Adhesives	Safety/reflective tape, warehouse tape, barricade tapes, duct tape, single/double coated tapes, foam tape, gaffers tape, high temperature tapes, protection tapes, other non-packaging & specialty tapes, Velcro/hook & loop tape, glue dots, adhesives, glues & epoxy
Tags	Paper, plastic & Tyvek tags, specialty tags, badges, wristbands, tag protectors
Warehouse Supplies	Storage cabinets & lockers, cutters, sealers, carton stands, machines, coolers, printers, carton tool, heat guns, shelving & racks, non-carton staples & staplers, stencils, warehouse safety, warehouse fans, carboys, moving kits, rosin paper, bungee cords & tie downs, dock boards, ramps, vinyl strip door kits, bumpers, dock lights, load bars, wheel chocks, storage bins, shelf bins, stackable bins, divider boxes, storage boxes, totes, wire & plastic containers, bulk containers, ingredient bins, organizers, crates, tape dispensers, glue dot dispensers, label dispensers, cable tie gun, blade dispensers, knives, plastic pallets, aluminum pallets, drum pumps, DOT placards, International placards, warehouse signage, warehouse labels, truck security seals, cable seals, cable ties, beaded security ties, related parts & accessories

**Questions? We would be happy to help! Please call 888-362-1909.**

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