



**RANDOM HOUSE, INC.**  
**BERTELSMANN**  
400 Hahn Road, Westminster, MD 21157  
1-(800) 733-3000

Dear Customer:

In order for us to properly establish and maintain your account, your sales tax information is required for our files.

If you are exempt from sales tax withholding please obtain an exemption certificate from your state tax department and enclose with this completed form.

Sincerely,  
Account Maintenance  
Fax number: 1-800-294-5686

Federal Tax ID Number: \_\_\_\_\_

Customer Name: \_\_\_\_\_

DBA (doing business as): \_\_\_\_\_

Customer Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of Business: \_\_\_\_\_ Telephone No: \_\_\_\_\_

(EX: Gift Shop, Bookstore, Truck Stop, Car Wash, Newstand, etc.)

Business Type:  Wholesaler  Retailer  Manufacturer  Other

On all purchase orders placed with Random House Inc., we are exempt from state and local sales tax for the following reason: (please check where applicable). I further certify that if the fore mentioned property, that will be purchased tax free, is consumed or used as to make it subject to Sales or Use tax we will pay the tax due directly to the proper taxing authority or inform the seller for added tax billing.

Our purchases of books and/or related items are for resale

State Tax Registration Number or Sellers Permit Number: \_\_\_\_\_

State of: \_\_\_\_\_ \*If more than one state – you can attach separate sheet

Exempt for other reason (specify) and attach a photocopy of exempt certificate.

Not exempt – sales tax will be billed

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title of Signer: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_