



Tax Exemption Package Instructions

**This request is only applicable to your company if you are claiming exemption from taxes/surcharges from your supplier.*

Complete the tax exemption documents provided for the FCC, IRS and the States you are doing business in. For example, if your business' physical location is in California, but you resell services/products in Florida, you would need to provide an exemption form for the state of Florida even if you don't have a physical location in Florida because you conduct business in Florida.

If you are an **International Seller**, you must complete the FUSF form. If you are claiming any other exemptions besides FUSF, you would need to complete the applicable provided forms. *International LIRE exemption does not qualify for state sales and use exemption.*

YOUR FORMS WILL BE REJECTED AND EXEMPTIONS MAY BE DELAYED IF THE FOLLOWING INSTRUCTIONS ARE NOT COMPLETED:

All sections of applicable forms must be completed, including:

- Signature & Date
- For **FUSF**, make sure to add your company name, FEIN, FCC Filer ID, and check-off from options 1-5 of what services you are purchasing on page 1 and wherever else applicable.
- **State ID #s** must be added on **ALL** state forms, including: E911, TRS, SUSF, Multi-State, etc.
- Vendor/Seller information must be added wherever the form requests it, and must read the following:

Ooma
525 Almanor Ave #200, Sunnyvale, CA 94085

- Indicate whether the form is to be used as a single use or blanket(multiple) purchase certificate

Incomplete forms will be returned for updating.