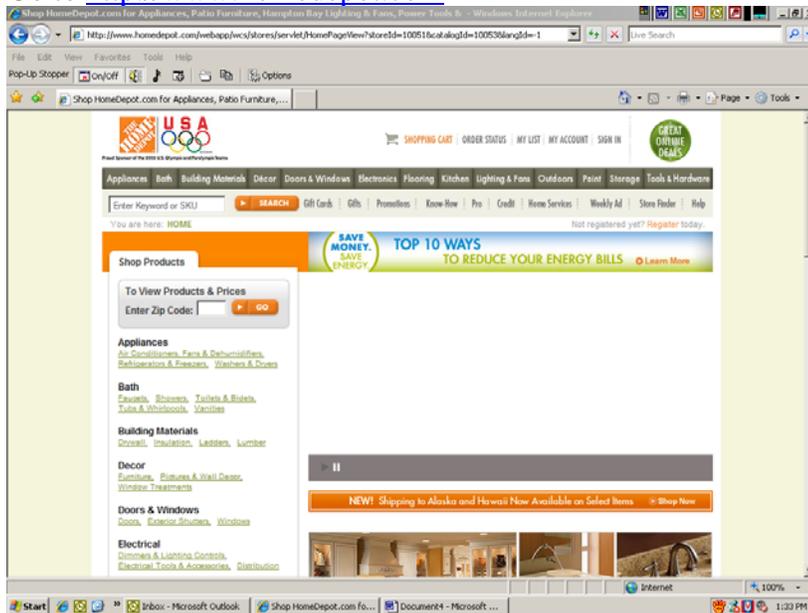


# The Home Depot U.S. Communities Partnership Tax Exemption Registration Instructions (Only for tax exempt agencies)

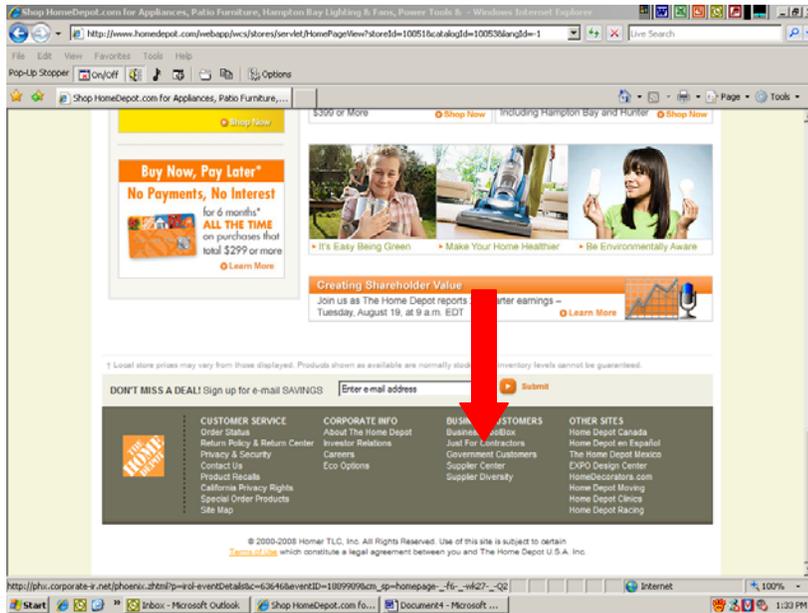
1. Go to <http://www.homedepot.com>



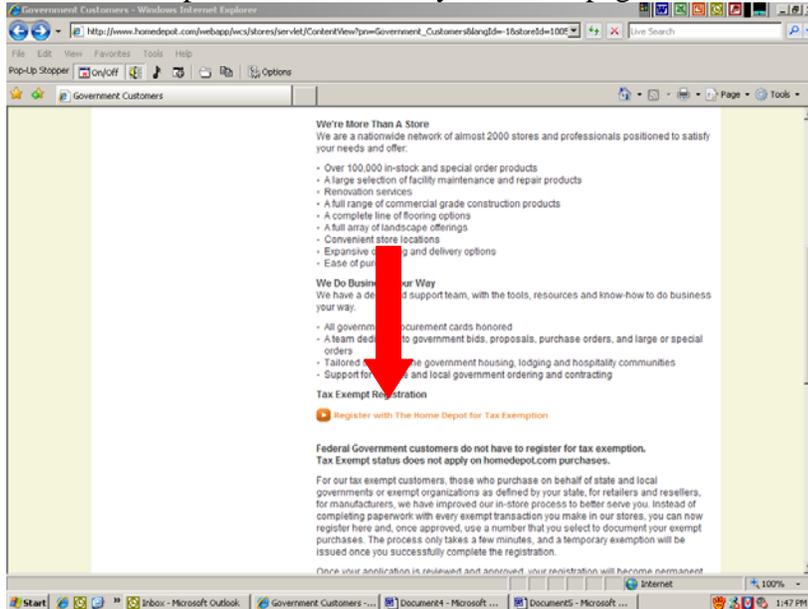
2. Scroll to the bottom of the homepage



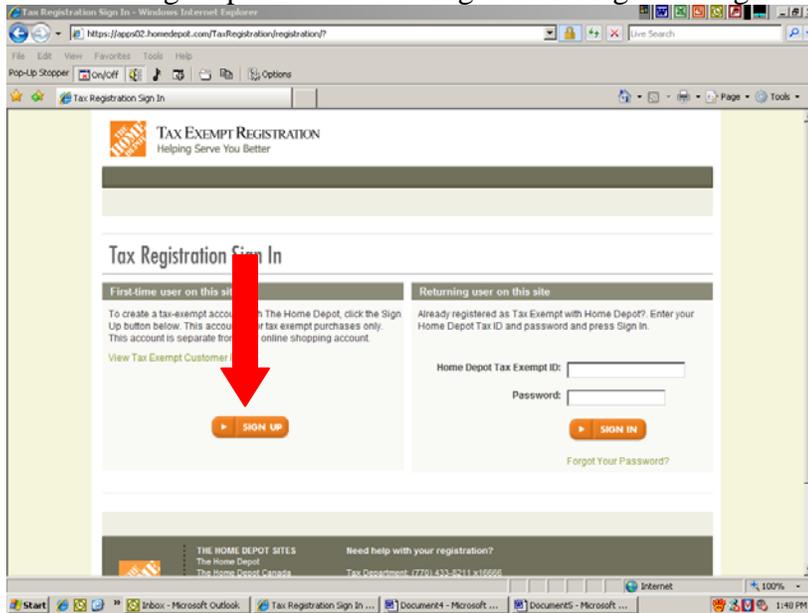
3. Under “Business Customers” click on “Government Customers”



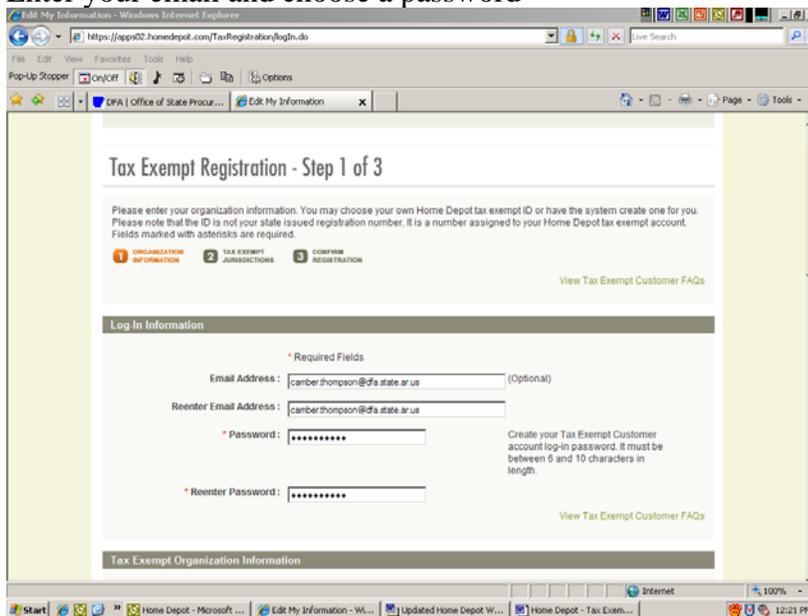
4. At the “Government Customers” page click on “Register with The Home Depot for Tax Exemption” about halfway down the page



5. Click on “Sign Up” on the “Tax Registration Sign In” Page



6. Enter your email and choose a password



## 7. Fill in required agency information

The screenshot shows a web browser window displaying the 'Tax Exempt Organization Information' form. The form includes the following fields and instructions:

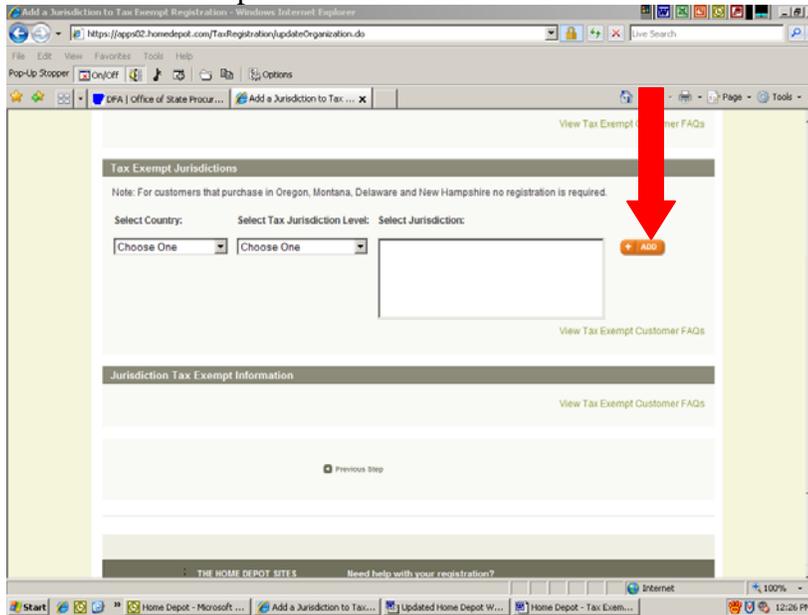
- Home Depot Tax Exempt ID:** A text input field containing '111111111'. A note states: 'Home Depot Tax Exempt ID is a number that you create. It should be something that you can easily remember. The ID is numeric only. If you would like us to assign you a number, please click the "Auto Assign Tax ID" button to the right.' There is an 'Auto Assign Tax ID' button.
- Organization Name:** A text input field containing 'State of Arkansas'. A note says: '(Note: Your Home Depot Tax Exempt ID must be between 5 and 10 numbers. Do not use leading zeros, alpha characters, or symbols)'.
- Address 1:** A text input field containing 'NA'.
- Address 2:** A text input field.
- City:** A text input field containing 'NA'.
- Country:** A text input field.
- State:** A dropdown menu set to 'ARKANSAS'.
- Country:** A dropdown menu set to 'UNITED STATES'.
- Zip/Postal Code:** A text input field containing '72201'.
- Phone:** A text input field containing '1111111111'. A note says: '(including area code)'.
- Fax:** A text input field. A note says: '(including area code)'.

At the bottom of the form, there is a note: 'NOTE: If you have multiple authorized purchasers that visit our stores, you only need to register once. All of your purchasers can...'

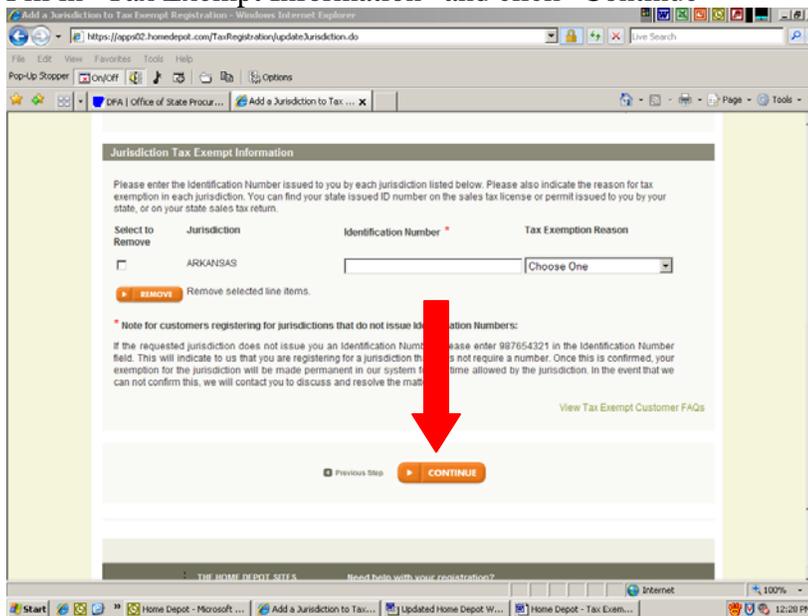
## 8. Click "Continue"

The screenshot shows the same web browser window, but now the 'Description of the business' and 'Description of Merchandise to be purchased' fields are visible. Both fields contain 'NA'. A red arrow points to the 'CONTINUE' button at the bottom of the form. The 'CONTINUE' button is orange with a right-pointing arrow. There is also a 'Cancel' button to its left. At the bottom of the page, there is a footer with contact information for Home Depot Tax Exempt Sites and a 'Need help with your registration?' section.

9. Fill in “Tax Exempt Jurisdictions” and click “Add”



10. Fill in “Tax Exempt Information” and click “Continue”



## 11. Review information and click “Continue”

Confirm Registration - Windows Internet Explorer  
https://app02c.home depot.com/TaxRegistration/UpdateJurisdiction.do

File Edit View Favorites Tools Help  
Pop-Up Stopper On/Off Options

DFA | Office of State Procurement | Confirm Registration

### Affirmations

Please check the boxes below to certify tax exemption.

- I agree Customer agrees that in the event they use their HD exemption number for a non-exempt purchase, or in the event that customer's exemption is deemed invalid by the authorizing Jurisdiction, customer will be responsible for any and all taxes due.
- I agree Customer makes this application subject to the same penalties outlined by his or her Jurisdiction for the misuse of any of the issuing Jurisdiction's exemption forms.
- I agree Customer agrees to use the exemption granted under this program only for items that meet the qualifications for exemption outlined by his or her Jurisdiction, and agrees further that any misuse of this exemption by Customer's employees is the sole responsibility of the Authorized Signatory.
- I agree Customer agrees to assist Home Depot with respect to sales and use tax, gross receipts, or excise tax audits to the extent that Customer's exemption status is at issue, including, but not limited to, providing additional exemption certificates in forms other than that provided by Home Depot (i.e. fax, Adobe files, etc.).
- I agree I further certify that if any property or service so purchased tax free is used or consumed by the firm as to make it subject to a Sales or Use Tax we will pay the tax due directly to the proper taxing authority when Jurisdiction law so provides or inform the proper authority for added tax billing. This certificate shall be a part of each order which we may hereafter give to you unless otherwise specified, and shall be valid until canceled by us in writing or revoked by the taxing authority.
- I agree For Exempt Organizations: Customer agrees to request tax exempt processing when paying with funds explicitly controlled by the exempt organization. Customer understands that personal payments to be reimbursed by the organization are not permitted, and cash and gift cards may or may not be permitted, subject to specific state law.

[View Tax Exempt Customer FAQs](#)

Previous Step **CONTINUE**

Start Home Depot - Microsoft ... Confirm Registration - Wi... Updated Home Depot W... Home Depot - Tax Exem... 12:20 PM

## 12. Print documents, sign, and fax to (770) 384-2762

View and Print Signature Document - Windows Internet Explorer  
https://app02c.home depot.com/TaxRegistration/confirmRegistration.do

File Edit View Favorites Tools Help  
Pop-Up Stopper On/Off Options

DFA | Office of State Procurement | View and Print Signature ...

### Registration Confirmation - Print & Sign

#### Final Steps

Congratulations! You have successfully registered for tax exempt purchasing with the Home Depot. Your exemption will take approximately 15 minutes to become available at The Home Depot.

The final steps are:

1. Print the document
2. Sign at the bottom
3. Either fax or mail to the following address (Fax coversheet is NOT necessary)

Note: If we do not receive the signed paperwork within 30 days, this account will become invalid.

[View Tax Exempt Customer FAQs](#)

#### Print Documents

Fax number: (770) 384-2762

Mailing Address: TAX EXEMPT  
PO BOX 1000  
ATLANTA, GA 30348-5799

**PRINT**

[View Tax Exempt Customer FAQs](#)

#### Email Documents

Start Home Depot - Microsoft ... View and Print Signature ... Updated Home Depot W... Home Depot - Tax Exem... 12:26 PM