

SALES TAX REFUND CLAIM FORM

I, the undersigned Mary Kay Independent Beauty Consultant, do certify that I have forwarded sales tax covering retail sales to be made by me and use tax relating to purchases of items used in my business, where applicable, to Mary Kay Inc. (the "Company"), which acts as agent for transmittal of collected tax to the appropriate taxing authorities, such tax being paid by me at the time of wholesale purchase by me of tangible personal property from Company, such sales tax being computed and based on the suggested retail sales prices used by me in the conduct of my business.

I hereby certify that I have purchased an inventory of such tax-paid cosmetics and prepaid taxes at the rate of _____% that is the applicable sales tax rate in _____ (City, County, and State). I am requesting a refund of sales tax in the amount of \$ _____ because of the following reason circled, which can be verified through the attached backup.

Please supply one refund form for each tax rate location for Reason 1 and Reason 2.

1. I have resold items shown on the attached copies of sales tickets in _____ (City, County, and State) a different taxing jurisdiction with a lower tax rate of _____% and collected only the sales tax shown thereon. (Sales tickets must indicate point-of-sale address including city, state, zip code, and tax rate.)
2. I have resold the items shown on the attached copies of sales tickets at a price less than suggested retail and collected only the sales tax shown thereon. (Sales tax can not be refunded on product giveaways or on product you sell and elect not to collect sales tax on.)
3. I have resold the items shown on the attached copies of sales tickets to an American Indian living on an Indian Reservation **or** an Exempt Organization. (Circle the applicable exemption). Attached is proof of customer's exemption.
4. I have moved from one taxing jurisdiction to another and would like a sales tax refund of inventory in my possession at the move date. My new taxing jurisdiction is _____ (City, County, State) and the total sales tax rate is _____. The inventory on hand can be verified by the inventory list I have attached.
5. I have acquired my own tax license and will be responsible for collecting and remitting tax directly to the correct taxing jurisdictions. The inventory on hand can be verified by the inventory list I have attached.
6. Other refund request or pertinent information. _____

NOTE: The Company will only refund sales tax for sales made within the last twelve months or Section 1 inventory purchased within the last twelve months. All refunds above are subject to specific state laws.

Consultant No. Mary Kay Independent Beauty Consultant

Name _____
Date

Address

City State Zip

Please return this completed form and supporting documentation to the branch serving your area.
This form may be duplicated.