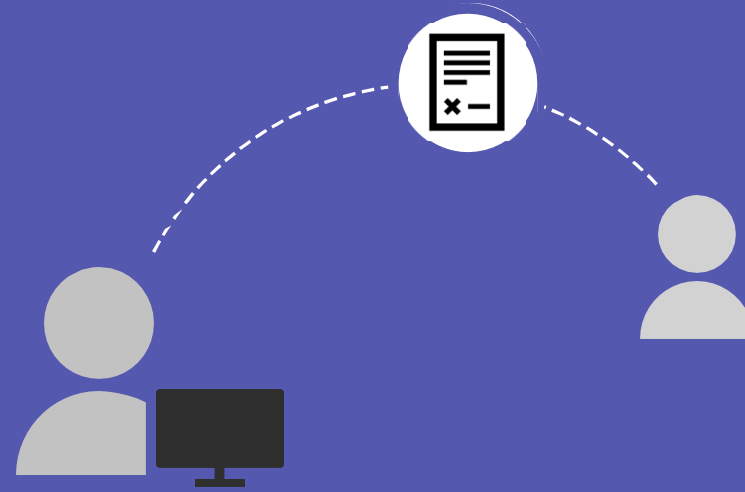


How to create and send tax exemption certificates to AIS Construction Equipment Corp.

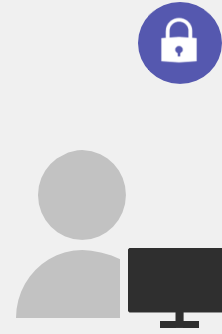
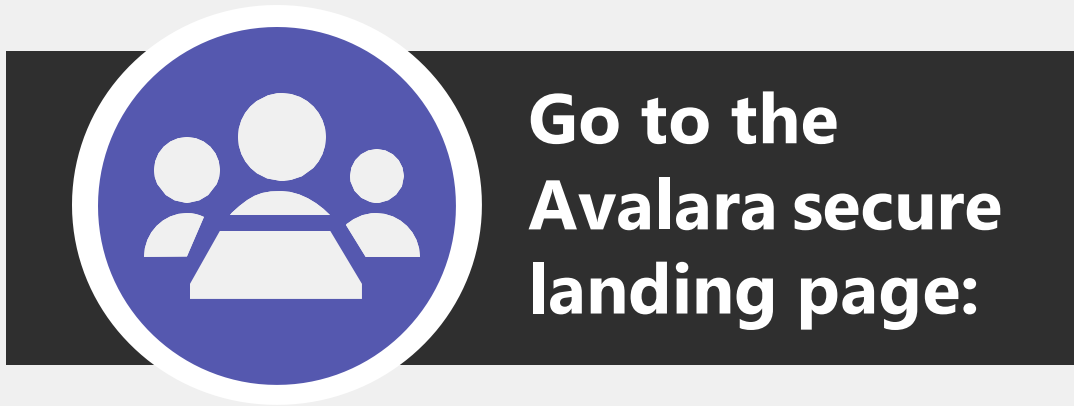


Are you tax exempt?

If you qualify for tax-exempt status on the products you are purchasing, please provide the state specific tax-exempt documentation in advance, prior to your AIS transaction. If no exemption form is loaded, or has expired, then AIS is not able to process tax exemptions.

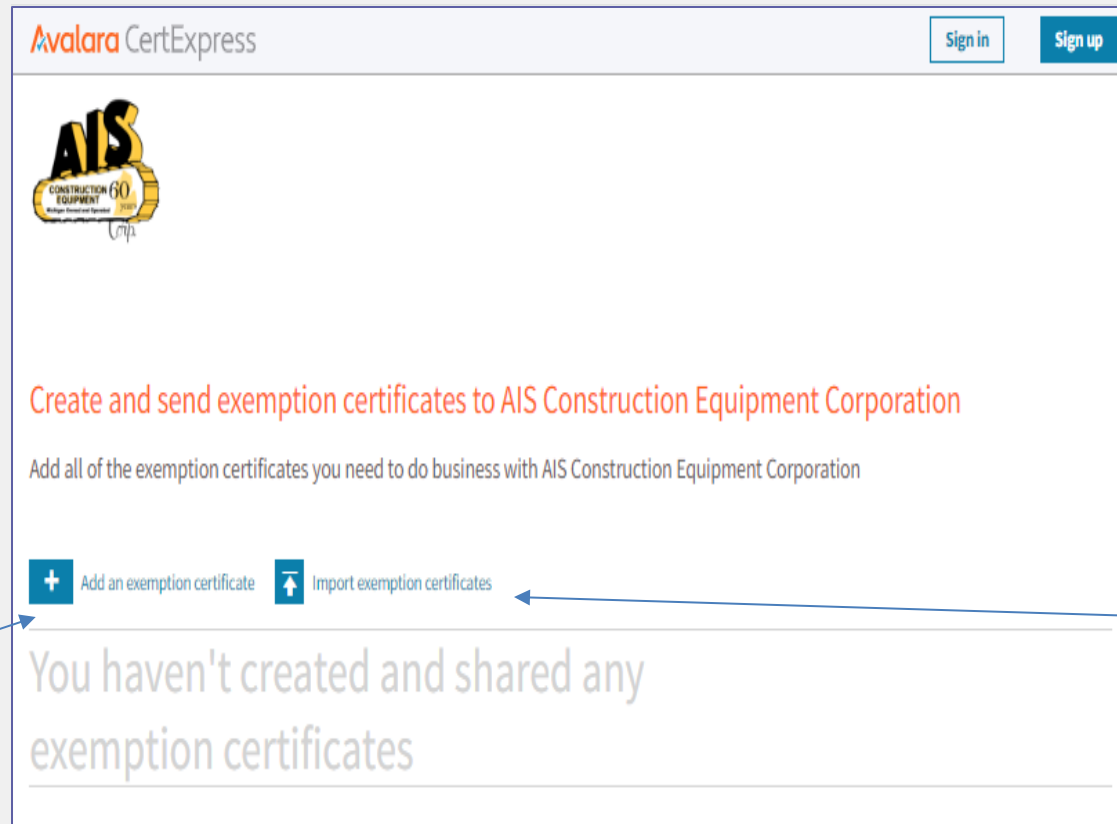
AIS uses Avalara Inc. to manage and administer our customer tax exemption certificates and to determine customer taxability for the AIS products and services. You may use this helpful How To guide to upload your exemptions to [Avalara CertExpress](#).





```
https://app.certexpress.com/?c=7a736e57656f36614746316d776f48634c41633d:0b659aef7bd010947bf49671bcda24c1
```

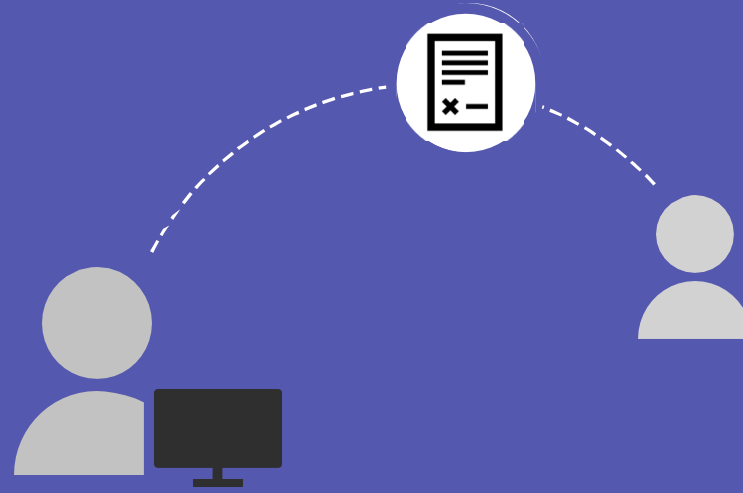
Your data will be entered through a secure site as per the link in the top right corner of this slide and the information is used for exemption certificate purposes only.



Option 1
Choose "Add an exemption certificate"
– AIS recommended option

Option 2
Choose "Import exemption certificates"

OPTION 1



Add an exemption certificate

You may use option 1 add an exemption certificate to allow Avalara to assist with completing your exemption certificate. This is the AIS recommended option.

Certificates that are prepared by using this online system will comply with jurisdictional tax laws.



Add an exemption certificate:

Option 1

Step 1

Select Add an exemption certificate and it will ask you for your company name, state, exemption reason, address, phone#, email address. Select Save and continue .

The screenshot shows the Avalara CertExpress web interface. At the top left is the logo 'Avalara CertExpress'. At the top right are two buttons: 'Sign in' and 'Sign up'. Below the logo is a large image of the AIS Construction Equipment Corporation logo, which includes the text 'AIS CONSTRUCTION EQUIPMENT CORPORATION' and 'Multiple Exemption Number 2101'. Below the logo, the text reads 'Create and send exemption certificates to AIS Construction Equipment Corporation' in red, followed by 'Add all of the exemption certificates you need to do business with AIS Construction Equipment Corporation'. At the bottom, there are two buttons: '+ Add an exemption certificate' and '↑ Import exemption certificates'. Below these buttons, the text says 'You haven't created and shared any exemption certificates'.



Add an exemption certificate:

Option 1

Step 2

The next screen will ask you some further company details to assist with filling out your exemption certificate. Fill out the fields and select NEXT.

Avalara CertExpress Sign in Sign up

REQUEST | AIS CONSTRUCTION EQUIPMENT CORPORATION

✓ DOCUMENT DETAILS ✗ DIGITAL SIGNATURE

Enter your company's details to complete the document

DOCUMENT Certificate
EXPOSURE ZONE Michigan
REASON Agriculture

REQUESTED TO COMPLETE USA MI 3372 Sales and Use Tax Certificate of Exemption | [Import your copy of this document](#)

Type of Purchase

IS THIS A BLANKET CERTIFICATE COVERING MULTIPLE PURCHASES OR A SINGLE PURCHASE CERTIFICATE?

Blanket certificate covering multiple purchases

Items Covered By Certificate

CHOOSE THE ITEMS THAT WILL BE COVERED BY THIS CERTIFICATE

All items purchased

Reason For Exemption

PLEASE CHOOSE YOUR REASON FOR EXEMPTION

Agricultural production

PERCENTAGE OF EXEMPTION

100

PURCHASER BUSINESS TYPE CODE

02 Agricultural

NEXT Cancel



Add an exemption certificate:

Option 1

Step 3

The next screen will ask you to sign your certificate. Sign and hit NEXT.

Avalara CertExpress Sign in Sign up

REQUEST | AIS CONSTRUCTION EQUIPMENT CORPORATION

✔ DOCUMENT DETAILS ✔ DIGITAL SIGNATURE

Your signature is required

DOCUMENT Certificate
EXPOSURE ZONE Michigan
REASON Agriculture

REQUESTED TO COMPLETE USA MI 3372 Sales and Use Tax Certificate of Exemption

SIGNER'S NAME

SIGNER'S TITLE

Sign with your mouse or finger

Clear Signature

NEXT Previous | Cancel




View:

Option 1

Step 4


Avalara CertExpress Sign in Sign up



Thanks for providing the following documents for AIS Construction Equipment Corporation

[+ Add an exemption certificate](#) [Import exemption certificates](#)

Manually added 1 | Imported files 1

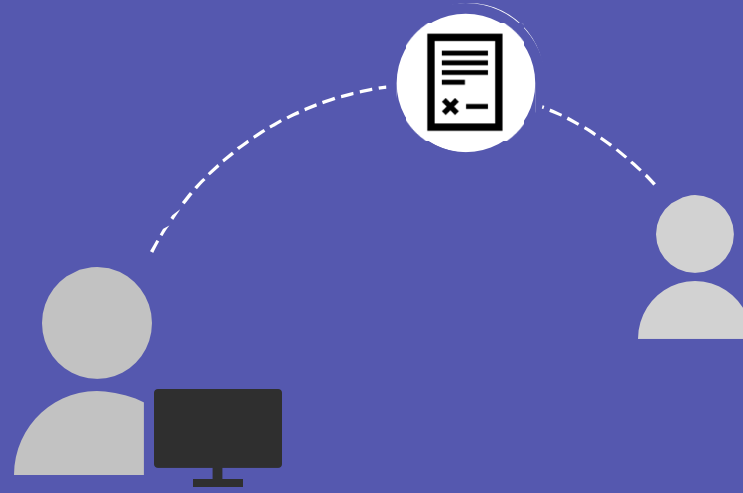
	Michigan	EXPIRES	2028-03-26	Share Download
		STATUS	PENDING	
		CERTIFICATE ID	17828	

[VIEW](#)

• You have submitted your documents to AIS. Now you may view or download the finished document after it processes.

• If you have another document to add, you may repeat the process.

OPTION 2



Import exemption certificates

You may use option 2 import exemption certificates to import an already completed exemption certificate.

Please do NOT submit previously completed forms as many state regulations have changed over the years and require updated certificates.




Import exemption certificates:

Option 2

Step 1

Select Import exemption certificates.

Avalara CertExpress Sign in Sign up



Create and send exemption certificates to AIS Construction Equipment Corporation

Add all of the exemption certificates you need to do business with AIS Construction Equipment Corporation

[+ Add an exemption certificate](#) [↑ Import exemption certificates](#)

You haven't created and shared any exemption certificates



Upload your document(s):

Option 2

Step 2

You may import up to 10 files at once. To import, simply drag and drop or browse instead.

For best performance, avoid mixing file types.

Once you have uploaded applicable files select 'Import'.

Avalara CertExpress

Sign in Sign up

AIS
CONSTRUCTION EQUIPMENT

Import exemption certificates

Import up to 10 files at once. For best performance, avoid mixing file types.

drag and drop

Upload up to 10 .pdf, .png, .jpeg, .gif, .tiff, or .zip files at a time

Browse instead

Importing may take a few minutes

MI Exemption - Blank.pdf

Import Cancel




View:

Option 2

Step 3

Avalara CertExpress Sign in Sign up



Thanks for providing the following documents for AIS Construction Equipment Corporation

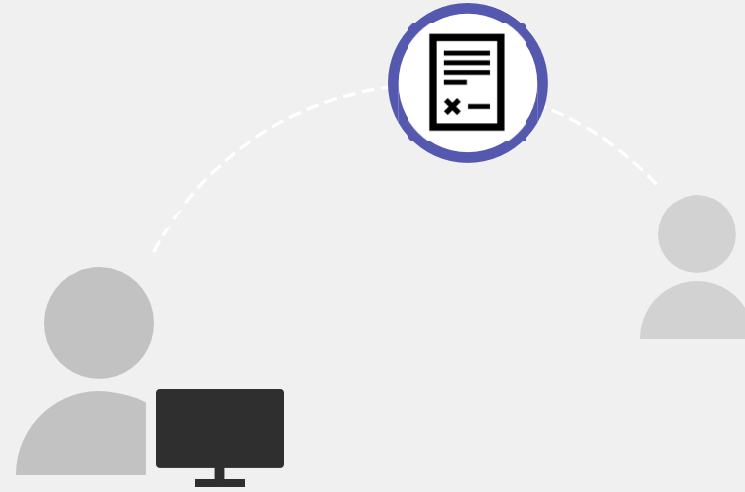
[+ Add an exemption certificate](#) [↑ Import exemption certificates](#)

Manually added 1 | Imported files 1

FILENAME	IMPORT DATE	STATUS
MI Exemption - Blank.pdf	03/26/2024	Complete

• You have submitted your documents to AIS. Now you may view or download the finished document after it processes.

• If you have another document to add, you may repeat the process.



You have successfully submitted your tax exempt documents!

Please Note: Avalara Inc. is AIS's exemption certificate manager. You may receive future emails and/or mail instructions on how to submit your Sales Tax Exemption Certificate for your AIS account.

If you have any specific questions, please send them to aistax@aisequip.com

This material has been prepared for informational purposes only, and is not intended to provide, and should not be relied on for, tax, legal or accounting advice. You should consult your own tax, legal and accounting advisors.