STATE OF TENNESSEE

Obtaining and Using Tennessee Resale Certificates

06/30/2026

Overview

This webinar will help you learn the proper procedures for obtaining and using Tennessee resale certificates. This session will provide guidance on required documentation, appropriate use, and common compliance issues.

Today's topics include:

- **What is the Tennessee certificate of resale**
- **How to register and obtain your certificate**
- **Where to find your certificate in TNTAP**
- **Keeping your certificate current**
- **Common compliance issues**
- **Helpful resources**

What is the Tennessee Certificate of Resale

The purpose of the certificate and why businesses use it.

"Sales for resale are not retail sales and are not subject to Tennessee sales tax."

- "Resale" means a subsequent, bona fide sale "as such" where the item is resold unchanged or becomes part of a product you fabricate and sell.
- The purchaser presents the certificate; the seller keeps it on file to document why no tax was collected.
- Without a properly executed certificate, the sale is deemed a retail sale, and the seller is liable for the tax.

Tenn. Code Ann. § 67-6-102 · Rules 1320-05-01-.62 & .68



STATE OF TENNESSEE
DEPARTMENT OF REVENUE

Taxpayer Name
Address
City State Zip Code

Letter ID: L1XXXXXXXXX
Effective Date: March 1, 2017
Account ID: 1XXXXXXXXX-SLC
Location ID: 0XXXXXXXX
Location Address:
Taxpayer Name
Address
City State Zip Code

Sales and Use Tax Certificate of Resale

The above named taxpayer has been granted authority in accordance with Tenn. Code Ann. § 67-6-102 and Tenn. Comp. R. & Regs. 1320-05-01-.62 and 1320-05-01-.68 to make purchases intended for subsequent resale without payment of sales or use tax. Any merchandise or other taxable item purchased without the payment of tax upon this resale certificate that is used or consumed in any manner by the taxpayer, or is given away, must be reported and the tax paid directly to the Tennessee Department of Revenue.

The supplier must maintain a file copy as evidence of the sales tax exemption. Later purchases do not require the submission of additional copies.

EXAMPLE

Seller's Name *Seller's Address (City & State)*

I, _____, as an authorized representative of the taxpayer named above, certify that the products or services purchased are intended for subseque resale by the purchaser for the following reason.

( ) resale of the tangible personal property, taxable service, taxable amusement, or taxable digital product
( ) rental or leasing of the tangible personal property
( ) a component part of a manufactured, assembled, processed or refined finished product that is for resale

Under penalty of perjury, I affirm this to be a true and correct statement.

Print Name of Authorized Representative *Signature of Authorized Representative* *Date*

Reasons You Need a Certificate of Resale

How the certificate supports resale purchases and proper documentation

Buy inventory tax-free

Present your certificate to the supplier when you purchase items for resale.

$0 tax due at purchase

Resell to your customers

Goods are sold “as such,” or as part of a product you fabricate and sell.

Collect & remit the tax

You charge Tennessee sales tax on the final retail sale and remit it to TDOR.

Documentation protects both parties

Sellers must keep a properly executed certificate on file; without one, the sale is deemed retail, and the seller owes the tax.

Paying sales tax on resale items

Failure to provide a resale certificate and paying sales tax on items you plan to resell does not exempt you from the obligation to collect sales tax.

How to Register and Obtain Your Certificate

Basic steps for getting set up before making resale purchases

1. **Register through TNTAP**
   Go to the Tennessee Taxpayer Access Point (tntap.tn.gov) and select “Register a New Business” to apply for a sales and use tax account.

2. **Register every location**
   A business with more than one location must hold a certificate of registration for each business location.

3. **Your certificate is issued automatically**
   Retailers are automatically issued a Tennessee Sales and Use Tax Certificate of Resale when they register.

NOTICE

If your business already has the following:

- Another tax account registered
- A TNTAP logon

Then you will not choose “Register a New Business.” Instead, you will:

- ❑ Log in to your existing TNTAP account.
- ❑ Select “More” from the top menu.
- ❑ Choose Register New Account (to add a new tax type) or Register New Location (if expanding an existing account).

Where to Find Your Certificate in TNTAP

Finding, viewing, and printing your certificate through TNTAP

Log in to TNTAP

Sign in to your TNTAP account at:

- tntap.tn.gov/eservices

Click the "More" tab

Click the More tab toward the top right of the page.

Click "View Letters"

Select the Letters column, then select your certificate of resale. It is ready to view or print.

Vendors: Verify a certificate before accepting it

On the TNTAP homepage: Look Up Information → Verify a Sales & Use Tax Certificate → Blanket Sales & Use Tax Certificate of Resale, then enter the Location ID.

Keeping Your Certificate Current

Making sure your certificate matches your business information



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Location ID: 0XXXXXXXXX
Location Address:
Taxpayer Name
Address
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Sales and Use Tax Certificate of Resale

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( ) rental or leasing of the tangible personal property
( ) a component part of a manufactured, assembled, processed or refined finished product that is for resale

Under penalty of perjury, I affirm this to be a true and correct statement.

Print Name of Authorized Representative *Signature of Authorized Representative* *Date*

Issued by location

Each business location needs its own certificate — a new location means a new registration and a new certificate.

Keep your information up to date

Update TDOR when your business name, address, or ownership changes so the certificate matches your records.

Vendors: Retain certificates

Keep resale certificates on file for three years plus the current year, available to the Department on request.

Common Compliance Issues

Proper use, documentation, and the mistakes businesses need to avoid

Mixing personal & business purchases

A restaurant buying food for resale cannot use the certificate to also purchase personal groceries; only items for resale qualify.

Using inventory without paying use tax

Inventory bought tax-free and then withdrawn for business or personal use must be reported as use tax (Line 2 of the return).

Buying business supplies on the certificate

Hotels may buy complimentary breakfast items for resale, but beds, bedding, and supplies the hotel itself uses are sales taxable.

Payment that doesn't match the certificate

The payment method must match the name on the resale certificate.

Resources Available on Our Website



- Sales and Use Tax Manual
- Business Tax Manual
- State Sales and Use Tax Rules Chapter 1320-05-01-.62 & .68
- Business Tax Rules and Regulations Chapter 1320-04-05-.47
- TCA §§ 67-6-102

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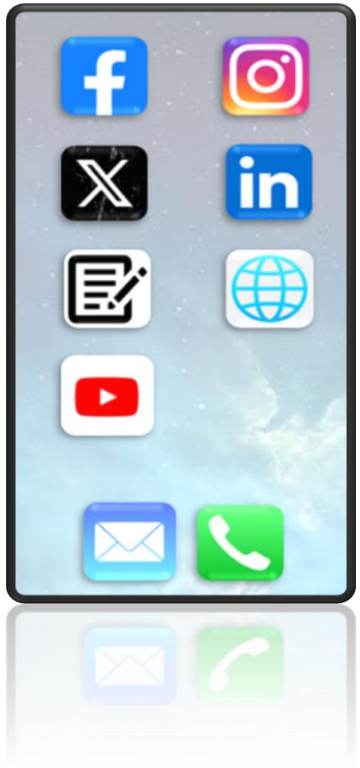

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@TNDepartmentofRevenue

On the Web:
www.tn.gov/revenue

Call for Help:
General Tax Line
615.253.0600

Registration
615.253.0601

SUPPORT STAFF AVAILABLE TO ASSIST YOU: M-F 8am – 4:30pm

All Dept. of Revenue Contact Numbers and Office Locations



THANK YOU