**\*TAX EXEMPT CERTIFICATE UPDATE REQUEST\***

Dear JDC Customer,

JDC is auditing our customer records, and we are reaching out to you because your account is listed as tax exempt. We are requesting an updated tax-exempt certificate for our records. We would appreciate it if you could please supply your state’s approved sales tax-exempt certificate dated this year within 10 days of receipt of this notice to ensure your account remains tax exempt.

If your company is no longer tax exempt, please notify us so we may update your account.

Please email your updated/signed sales tax-exempt certificate to AR@TeamJDC.com. If you are unable to email your updated/signed tax-exempt certificate, you may mail it to our physical address listed below:

**Jack Doheny Company**

**777 Doheny Dr.**

**Northville, MI 48167**

If you have any questions regarding this information, please contact JDC’s Accounts Receivable Department for clarification at:

Email: AR@TeamJDC.com

Phone: (248) 349-0904, 1094.

Thank you,

Your JDC A/R Team