



## MCC Shop – Tax Exempt Status

As a customer, if your unit is chartered by a tax-exempt entity, you are considered tax exempt as well. This allows you to purchase awards and gear for the UNIT without Michigan sales tax. You will need to initially request via the online process tax-exempt status from the MCC Shop (even if you already have it at another store). Once approved, you can choose to use that status on all of your orders.

Note: You can add items to your cart and let them sit while waiting for the status to be approved. Status should be granted within 1 business day.

### Request Tax-exempt Status

In order to attain tax-exempt status, complete the tax-exempt status submission process.

1. Complete the [Michigan Sales and Use Tax Certificate of Exemption](#) form located on the right sidebar of the MCC Online Store.
2. Create an account on the shop.michiganscouting.org site. To do this, go to **My Account** in the top menu and choose **Register**, filling out the information as requested.
3. Log in and choose “**Tax Exemption**” from the **My Account** menu.
4. On the Tax Exemption screen, complete the Unit Type/Number and choose the Tax-Exempt Certificate to upload. File formats supported include Word docx, PDF, and JPG image. Click **Submit Tax Info** when complete.

The screenshot shows the 'Tax Exemption Status' page. On the left is a sidebar with links: Dashboard, Orders, Downloads, Addresses, Account details, Tax Exemption, and Logout. The main content area has the following elements:

- Tax Exemption Status: No information submitted
- Tax Exempt Expiry Date: No Expiry
- Unit Type/Number: A text input field with a red star icon to its left.
- Notes: A text area with a red star icon to its left.
- Upload Unit Tax Exempt Certificate: A section with a red star icon, a 'Choose File' button (circled in red), and the text 'No file chosen'. Below this, it says 'Allowed file types: docx,pdf,jpg'.
- A red 'SUBMIT TAX INFO' button (circled in red) is located at the bottom right of the form area.

5. Once submitted, the Tax Exemption status will be **Pending** on the Tax Exemption screen. NOTE: Do not refresh the screen to see if the status changes to Approved. This may resubmit your request, returning it to Pending status.

© Your tax information has been successfully submitted. We will review it and inform you of your status by email. If you have any questions, please contact scoutshop@michiganscouting.org.

Tax Exemption Status

Pending

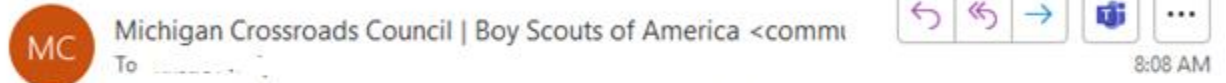


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- Once the Scout Shop approves your request, you will receive an email like the one below:

### MCC Online Shop: Tax exempt status approved



Retention Policy 3 Year Delete (3 years) Expires 12/27/2025  
If there are problems with how this message is displayed, click here to view it in a web browser.

Your request for tax exempt status on the MCC Online Shop has been approved. You can view your status in your Account Settings on the site. To use your tax exempt status, please make sure to check the checkbox upon Checkout. If you have any questions, please contact [scoutshop@michiganscouting.org](mailto:scoutshop@michiganscouting.org).

## How to Use Tax-exempt status

- Return to the Tax Exemption section of your account profile and see the status.

Dashboard

Orders

Downloads

Addresses

Account details

Tax Exemption >

Logout

Tax Exemption Status **Approved**

Tax Exempt Expiry Date 30 December, 2022

Unit Type/Number

Troop 333

Notes

Upload Unit Tax Exempt Certificate  No file chosen Allowed file types: docx,pdf,jpg

Upload Unit Tax Exempt Certificate Link [Click here to view](#)

- Start the Shopping/Checkout process. On the Shipping Address section of the checkout process, there is a checkbox that allows you to choose Tax Exemption on this order. Once checked, "Tax exempted" will appear at the top of the Shipping Address screen and the Review & Payment



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screen. Tax will be \$0.00.

Billing Address

Shipping Address >

Review & Payment

Tax exempted

Ship to a different address?

Order notes (optional)

Notes about your order, e.g. special notes for delivery.

Tax Exemption

Do you want to include tax exemption?

CONTINUE