How to eFile your Resale of Goods renewal

**Step 1** – Log in to your profile

**Please note that you will only be able to renew your resale of goods certificate online if you received a resale certificate the prior year. 1st time applicants will be required to apply on paper.**

- Enter your User Name and Password and select “Log In”

**Step 2**
- On the menu bar, under “Online Services”:
  - Select “File my Return”
Step 3

- You should have two account number options—one is for your sales tax return, and the other is for your Resale of Goods Cert.
  - The resale of goods account will have an “R” in front of your regular sales tax account #.
- On the Resale of Goods account, select the year of the resale of goods certificate for which you are applying, then click “Select”
Step 4

- Select period 1 from the drop down box
- Notice your existing resale codes are not displayed.
  - If no changes to your codes are needed, simply click “Next / Calculate” at the bottom of the screen to proceed.
  - If you would like to change some or all of your codes, please make your request in the “Notes and Comments” field for review by CBJ Sales Tax staff.
- Click “Next / Calculate” to proceed
Step 5

- Review any Notes and Comments you entered for accuracy.
- If all is correct, check the certification box and select “Submit Return”
- You will be quoted a balance due of $10.00 on the following screen.
**Step 6 – Balance Due**

PRINT THIS SCREEN for your confirmation of filing. You will NOT receive an email confirmation of your application.

- Review your balance due
- You may choose to “Pay Now” or “Pay Later”
  - Select “Pay Later” if you want to mail your resale renewal payment.
    - Please include a screen print of this page with your mailed payment and note “Resale Renewal” on your check memo.
  - Select “Pay Now” if you want to remit payment electronically.
    - Then follow the procedures titled “Making a Payment”.

- If your sales tax account is in full compliance, your new resale of goods certificate will be mailed the last week of December.