

The South Carolina Department of Revenue (SCDOR) no longer accepts paper copies of the Application for Exemption Certificate (ST-10).

WHAT YOU NEED TO KNOW

- All Application for Exemption Certificate requests must be submitted on our free online tax portal, MyDORWAY, at MyDORWAY.dor.sc.gov.
- If you don't already manage your Sales and Use Tax account on MyDORWAY, you must sign up for a MyDORWAY account to request Sales and Use Tax exemptions.

WHAT YOU NEED TO DO

- If you already manage your Sales and Use Tax accounts on MyDORWAY:
 - Log in to MyDORWAY and select the **Accounts** tab
 - Scroll to your **Sales and Use Tax** account and click **More Account Options**
 - On the next screen, click **ST-10 Exemption**
- If you use MyDORWAY to manage your other South Carolina tax accounts, you'll need to request Sales and Use Tax account access:
 - Log in to MyDORWAY and select the **More** tab
 - Select **Request Account Access**
- If you've never created a MyDORWAY account, visit dor.sc.gov/MyDORWAY-signup. You'll need the following information to get started:
 - Your FEIN, SSN, or South Carolina ID (SID)
 - Your File Number
 - One of the following:
 - Last Payment Amount
 - Last Refund Amount
 - Line 1 from your Last Return
 - Letter ID
- If you do not have a Sales and Use Tax account, complete the Business Tax Application at dor.sc.gov/register.
 - If you **do not** have other tax accounts, select **Register a new South Carolina Business or Remote Seller**.
 - If you have other tax accounts, select **Register additional South Carolina tax accounts**.
 - While completing the Business Tax Application, you'll be able to also create a MyDORWAY account.

GENERAL INFORMATION

- You must apply and be approved for a Sales and Use Tax account **before** requesting a Sales and Use Tax exemption. If you are unsure what type of Sales and Use Tax account to apply for, select Use Tax on the Business Tax Application.
- **All exemption requests are subject to a 45-day review period.**
- Exemption certificates do not need to be renewed.
- If your location address changes, you will need to update your location address on MyDORWAY and apply for a new Sales and Use Tax exemption.