



Commonwealth of Puerto Rico
DEPARTMENT OF THE TREASURY

**APPLICATION FOR DUPLICATE OF SALES AND USE TAX
CERTIFICATES AND WAIVERS**

Merchants' Registration Number: -

1. Legal name of the corporation, partnership, individual owner (name, initial, last name) or other

2. Trade name or "DBA"

3. Type of duplicate requested:

Merchant's Registration Certificate
 Exemption Certificate
 Reseller Certificate
 Eligible Reseller Certificate
 Eligible Wholesaler Waiver
 Manufacturer Waiver

4. Indicate the reason for requesting a duplicate:

A. Merchant's Registration Certificate - Theft Destruction Loss Other _____

B. Exemption Certificate - Theft Destruction Loss Other _____

C. Reseller Certificate - Theft Destruction Loss Other _____

D. Eligible Reseller Certificate - Theft Destruction Loss Other _____

E. Eligible Wholesaler Waiver - Theft Destruction Loss Other _____

F. Manufacturer Waiver - Theft Destruction Loss Other _____

OATH

I hereby declare under penalties of perjury that this application has been examined by me, and that to the best of my knowledge and belief, all the information provided herein is true, correct and complete. The declaration of the person that prepares this application (except the merchant) is with respect to the available information, and such information has been verified.

Merchant's name		Merchant's signature	
Title		Date	
Name of the authorized agent		Signature of the authorized agent	Date
Social security or employer identification number	Address		Telephone ()

INSTRUCTIONS

This form shall be completed by every person to whom the Department of the Treasury has issued a Merchants' Registration Certificate, Exemption Certificate, Reseller's Certificate, Eligible Reseller's Certificate, Eligible Wholesaler's Waiver and/or Manufacturer's Waiver, and wishes to request a duplicate because of theft, destruction or loss of such certificate.

Indicate on lines 1 and 2 the same information included on the Application for Merchant's Registration Certificate (Form AS 2914.1), Application for Exemption Certificate for Manufacturing Plants (Form AS 2914.1 D), Application for Reseller Certificate and Municipal SUT Exemption Certificate (Form AS 2914.1 E), Application for Eligible Reseller Certificate (Form AS 2914.1 F), Application for Eligible Wholesaler Waiver (Form AS 2914.1 G) and/or Application for Manufacturer Waiver (Form AS 2914.1 H), previously filed to the Department of the Treasury.

Indicate on line 3 the type of duplicate requested and on line 4 the reason for requesting the same. **You must submit copy of the complaint filed with the Puerto Rico Police Department in case that you are requesting a duplicate of the Exemption Certificate.**

The application can be mailed to the Department of the Treasury, Taxpayer's Service Bureau, Merchants' Registry, PO Box 9024140, San Juan, PR 00902-4140. You may also visit any of the Taxpayer's Service Centers located in:

- **AGUADILLA**

Punta Borinquen Shopping Center
Bert Street, East Parade Street Intersection
Bo. Malezas Abajo, Ramey Base

- **ARECIBO**

Governmental Center
372 José A. Cedeño Ave.
Building B – Office 106

- **BAYAMON**

Gutiérrez Building – 2nd floor
Beside Hermanos Meléndez Hospital
Road #2

- **CAGUAS**

Governmental Center
Goyco Street, Acosta Corner
1st floor - Office 110

- **MAYAGÜEZ**

Governmental Center
50 Nenadich Street
1st floor – Office 102

- **PONCE**

Governmental Center
2440 Las Américas Ave.
4th floor – Office 409

- **SAN JUAN**

Intendente Ramírez Building
10 Paseo Covadonga
Old San Juan
1st floor - Office 101

- **HATO REY**

Mercantil Plaza
Stop 27½, Ponce de León Ave.
1st floor

Complete this form in all of its parts. Submitting an incomplete form may delay the issuance of the Certificates and/or Waivers.

Any person that violates the provisions of Subtitle D of the Puerto Rico Internal Revenue Code of 2011, as amended, the requirements established by the Secretary or the regulations promulgated under this Subtitle, will be subject to administrative and criminal sanctions, as applicable. Therefore, the information provided in this application must be true, correct and complete.