

AVALARA CERTCAPTURE
CERTIFICATE TRANSMITTAL INSTRUCTION SHEET

- Check the box associated with the appropriate Pratt & Whitney BU that the certificate is related - ***Required***
- Use the Email address hot link to send the certificate and cover sheet to CertCapture - ***Required***
- Certificate and cover sheet must be sent via PDF in one document - Each certificate requires its own separate cover sheet

Customer Information Section

1. Sold to Customer Name - ***Required***
2. Sold to Customer Number(s) – Include all customer numbers associated with the certificate - ***Required***
3. Ship to State(s) - Include all ship to states associated with the certificate - ***Required***

- ☐ Check the Taxable Box for customers who have indicated their invoices should be taxed - ***Not Required***

Submitter Information Section

- Submitter Name - ***Not Required***
- Submitter Email - ***Not Required*** (If left blank submitter will not be known and therefore no validation verification email will be sent)

Revised 3/2/2022



Pratt & Whitney Canada

Sales Tax Exemption Certificate Transmittal Form

(Check the box associated with the applicable PWC BU)
All information is required.

	PWC Company	Email (send to corresponding PWC company address)
☐	PWC	pwccorp_upload@certcapture.com
☐	PWCL	pwcl_upload@certcapture.com
☐	PWCS	pwcsinc_upload@certcapture.com
☐	PWES	pwes_upload@certcapture.com

WHO:

- 1 - Sold-to Customer Name: _____
- 2 - Sold-to Customer Number(s): _____

WHERE

- 3 - Ship-to State(s): _____

- ☐ Check if Customer is Taxable
☐ Check if Custom GA Out-of-state certificate (approved to validate)

Submitted By:

1. Name: _____
2. Phone Number: _____
3. E-mail address: _____

Questions? Contact: su.taxsupport@rtx.com
Thank You for using CertCapture!