

- 1) Download form at <http://www.boe.ca.gov/pdf/boe230.pdf>
- 2) Open the downloaded form in Adobe Reader. You will not be able to fill in the form fields if you view the file in your browser. You must save it to your computer and open it with Adobe Reader.
- 3) Fill in Form Fields appropriately

This file includes fillable form fields.  
You can print the completed form and save it to your device or Acrobat.com.

Highlight Existing Fields

Fill & Sign Tools

- Add Text
- Add Checkmark
- Place Initials
- Place Signature

Send or Collect Signatures

Work with Certificates

BOE-230 (7-02)  
**GENERAL RESALE CERTIFICATE**

STATE OF CALIFORNIA  
BOARD OF EQUALIZATION

**California Resale Certificate**

**I HEREBY CERTIFY:**


1. I hold valid seller's permit number:
2. I am engaged in the business of selling the following type of tangible personal property:
3. This certificate is for the purchase from  of the item(s) I have listed in paragraph 5 below.  
[Vendor's name]

- 4) Click the 'Place Signature' button



- 5) Select an option to set up a signature in Adobe Reader. You can type your signature, draw it with your mouse, or select 'Use an image' to take a picture of your signature with your webcam.

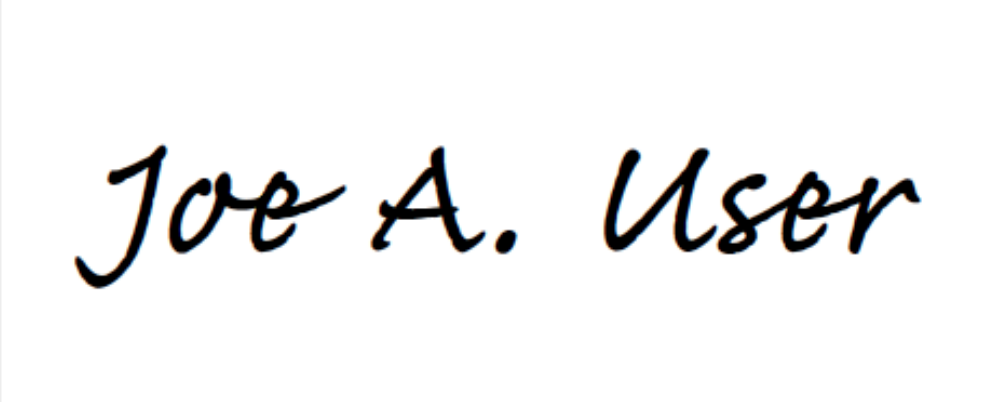
Place Signature

How would you like to create your signature? 

- Type my signature
- Draw my signature
- Use an image
- Use a certificate

Enter Your Name:

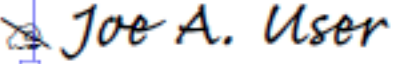
Review Your Signature:



Change Signature Style (Style 2 of 4)

Cancel Accept

- 6) Click 'Accept' and position the signature on the signature line. Use the corner square 'handles' to resize the signature so it fits. Drag it to the correct position

NAME OF PURCHASER
Joe's Coffee Shop
SIGNATURE OF PURCHASER, PURCHASER'S EMPLOYEE

PRINTED NAME OF PERSON SIGNING
Joe A. User
ADDRESS OF PURCHASER
321 Main St, San Jose, CA 95125
TELEPHONE NUMBER
( 408 ) 555-1212

- 7) Once you are happy with the signature and form contents, hit the save button to save a copy of the signed and filled out form. E-mail this signed PDF to EnviroPros so they can exempt your account from sales tax.