

Vista Print Instructions

To register your tax-exempt status:

- Provide the necessary documentation: Please email a copy of your tax exemption certificate (e.g., exemption certificate or equivalent proof) to ExemptSalesTax@vista.com The document must be in an un-editable format.
- Include the following information
 - The email address associated with your Vistaprint account.
 - Our headquarters address, which must be included on all tax forms requiring a Vendor/Seller address: 275 Wyman Street, Waltham, Massachusetts 02451.
 - Ensure your certificate is signed and dated within the last year.
- Please ensure your account name exactly match your certificate.
- The account must be under the organization's legal name rather than an individual's.
- To update the name on the account, go to your Account Settings, click Edit next to your information, and save your changes.
- Upon receipt of your documentation, our team will verify it within 3-5 business days and notify you of the approval status.

Benefits of Approved Status:

- Once approved, you won't need to resubmit documentation for future orders unless your exemption expires.
- If no expiration date is provided, your account will be marked tax-exempt for one year.