

Memo from Mohawk Tax Department:

TO: Purchase Card Users

FROM: Sales Tax Manager – Sandy Troglin

SUBJECT: Sales Tax on Purchases

DATE: April 13, 2018

As a Purchase Card holder, it is your responsibility to review invoices/receipts for correct taxation. PCards are reviewed by State Auditors and sales tax errors are costly to the company.

Invoices/receipts for items not used in an exempt manufacturing activity are taxable. All administrative office related purchases are taxable. .Com purchases should be reviewed closely as those vendors do not charge tax in all states.

ALL receipts must be archived for audit purposes per the company policy provided when your card was issued.

Any receipts not taxed correctly should be forwarded to the Tax Department for necessary sales tax accruals. Invoices in question may be scanned to tax_dept@mohawkind.com or to Francis_duncan@mohawkind.com.

If you have a sales tax question on any transaction contact Francis Duncan @ 706-624-2229 or myself @ 706-624-2216.

Thank you for your attention to this matter.

Sandy Troglin

Mohawk Industries, Inc.

Sales Tax Manager