



TENNESSEE DEPARTMENT OF REVENUE

APPLICATION FOR REGISTRATION

Sales and Use Tax Exempt Entities

Completion of This Application Will Register Your Organization For Sales or Use Tax Exemption

1. REASON FOR APPLICATION: New Registration, Registration Renewal. 2. DATE ESTABLISHED: Date: . 3. NON-PROFIT LEGAL NAME. 4. LEGAL MAILING ADDRESS: Name, Street, City, State, Zip. 5. PHONE NUMBER AND EMAIL ADDRESS: Phone Number (Required), Fax No., E-Mail Address. 6. NON-PROFIT EXEMPTION: TCA Section 67-6-322, 501(c)(3), 501(c)(19), 501(c)(4), 501(c)(5). 7. Current/Prior Tax Numbers: FEIN/SSN/SOS, Exempt Acct No. 8. Describe the Business Activity at This Location. 9. IDENTIFY OWNERS, OFFICERS, PARTNERS. (1) Name, Home Phone, SSN, Home Address, City, St, Zip. (2) Name, Home Phone, SSN, Home Address, City, St, Zip. (3) Name, Home Phone, SSN, Home Address, City, St, Zip. 10. The statements made on this application are true to the best of my knowledge and belief. Sign Here: (Owner, Partner, or Officer (Do Not Use Stamp)). For Department Use Only.

Instructions: This Application For Registration is to be used to register your organization for exemption from the Tennessee sales or use tax. You must complete one application for each entity location in Tennessee. You will receive a certificate of exemption for this location within a few days of completion and return of this form. You must fully complete all items. See reverse side for additional instructions.

Entities eligible for Tennessee sales and use tax exemption include:

1. TCA Section 67-6-322: Churches; church and school; university; college; school; orphanage; institution organized for the principle purpose of placing orphans in foster homes; home for the aged; hospital; Girl's Club; Boy's Club; Community Health Council; volunteer fire departments; organ bank for transplantable tissue; historical properties owned by the state; non-profit community blood banks; senior citizens service centers; Tennessee beauty pageant corporation; United Service Organization or similar group that promotes the spiritual and recreational environment of the United States Armed Forces. Proper documentation must be attached.

2. Other Organizations (Describe the nature of the Organization): Entities having Internal Revenue Exemption under Federal Code Section 501(c)(3) or 501(c)(19). Wartime veteran's organizations ONLY under Federal Code Section 501(c)(4). Labor organizations ONLY under Federal Code 501(c)(5). Documentation of Federal tax exemption under this code section MUST be attached. If the organization is exempt from Federal taxation, attach a copy of the letter authorizing exemption and citing the code section under which the exemption was granted.

APPLICATION FOR REGISTRATION FOR SALES AND USE TAX EXEMPT ENTITIES – INSTRUCTIONS

Block 1: Indicate whether this is a new registration or a registration renewal.

Block 2: Enter the date your organization was established.

Block 3: Enter the full legal name of your non-profit organization.

Block 4: Enter your organization's complete legal mailing address.

Block 5: Enter your organization's telephone number, fax number, and e-mail address if you have one. **A valid telephone number is required.**

Block 6: Select the appropriate type of non-profit exemption.

Block 7: Enter any current or prior FEIN/SSN/SOS and/or exempt account number that your organization holds.

Block 8: Describe the activity of your organization. Attach required supporting documents as indicated below:

Churches: Submit one of the following: a charter indicating your organization is a church and a copy of the order of worship, by laws, minutes of the last business meeting, a church bulletin showing the order of worship and exact location of the church, or other evidence stating the existence of the church. **Purchases exempted from sales tax must be for use by the church only and must be paid for by a church check or church funds. Individual members cannot use the exemption certificate for personal use.**

Fire department/rescue squad: A copy of the charter.

Orphanage, hospital, home for the aged, historical property, library, in-state school: Government owned organizations may use the government exemption form and do not need to qualify. Privately-owned schools: By-laws, organizational minutes, letter from principal stating the school has Future Farmers, Beta Club, or 4-H honor clubs Vocational schools: county or state owned use government exemption certificate. Privately-owned must provide a copy of the charter.

School Clubs or Out-of-state schools: Letter from principal on school letterhead.

Senior citizens, volunteer fire department, community health councils, community blood banks, credit unions, organ banks, privately-owned home for the aged or orphanage: Copy of non-profit charter.

Band boosters, Chamber of Commerce, privately owned daycare or foster care, genealogical society, privately-owned historical property, ministries, evangelists, PTA, PTO, rescue squad, ROTC, Crimestoppers: Copy of 501(c)(3) exemption letter with exact name of organization, location or mailing address, or wording included of subordinate or affiliated associates in the body of the letter.

Cemeteries: Copy of 501(c)(13) exemption.

Youth camp or youth clubs: Copy of charter, minutes, copy of national charter, roster showing all children are under the age of 18.

In-state governmental agencies: **May use a government issue credit card, but not an employee or individual's credit card. Bill must be issued to and paid for by the agency. Diner's Club cards are not permitted. Checks must be issued by the agency.**

U.S.O.: Government Exempt Certificate

Block 9: Fully identify at least two officers or partners in your organization.

Block 10: A partner or officer of the organization identified in Block 9 must sign the registration application.

Return this application and appropriate documents to the Tennessee Department of Revenue, Taxpayer and Vehicle Services Division, Andrew Jackson Office Building, 500 Deaderick Street, Nashville, Tennessee 37242.