

Section III – Nonprofit Church

7. If the organization is a church and is applying for a retail sales and use tax exemption, check only one box below.

See page 2 of the instructions.

- Option 1 -Form ST-13A – Stop here.** You have completed the process for applying for the ST-13A self-issued exemption certificate. The organization will not be assigned a tax-exempt number. If applying online, you may download your ST-13A Exemption Certificate now. If completing a paper application, please mail to the department for processing. Your exemption certificate will be mailed to the physical address provided once approved by the department.
- Option 2 - Tax-Exempt Number – Proceed to Section V– Financial Information.**

Section IV – Exempt from collecting the sales tax/ Exempt on taxable purchases

8. **Part I: If the organization was granted an exemption from collecting the sales and use tax or it falls within the same class of an organization exempt from collecting sales and use tax, check the box that best describes the organization’s purpose. If no, proceed to Part II of question 8. See pages 3-4 of the instructions before making a selection.**

Part II: Exempted on Purchases of Taxable Services:

If the organization was granted an exemption from paying sales tax on taxable services as of June 30, 2003, select the box below for “Exempt on Taxable Services”. If no, select “Other” and proceed to Section V - Financial Information. See pages 3-4 of the instructions before making a selection.

*****You may only select one box in this section*****

- Cancer Organizations
- Cardiovascular Organizations
- Diabetes Organizations
- Food Banks
- Fundraising activities for elementary or secondary schools, parent teacher associations or other groups associated with a nonprofit elementary or secondary school
- Lung Organizations
- Noncommercial Educational Telecommunications Entity
- Nonsectarian Youth Organizations
- Nutrition Programs
- Physical Education Programs
- Provide Food Packages at Reduced Prices
- Services for the blind, deaf, hearing impaired, drug abuse programs, and musically talented children of Virginia
- Supports Public Libraries
- Taxable Service Exemption
- Training and Education in Law Enforcement
- Virginia Federation of Humane Societies
- Volunteer Fire Department and Rescue Squads
- Volunteer Medical Service Organizations
- Youth Symphony Orchestras
- Other

Section V - Financial Information

9. Enter the total dollar amount of the organization’s annual gross revenue (AGR), fundraising expenses, and administrative expenses for the previous year. If you are a new organization and have no financial information at this time, enter zero(s) in the applicable fields. *If the annual gross revenue is less than \$5,000, you must attach a copy of the organizations mission statement or statement of purpose. See page 5 of the instructions.*
- a) Enter organization’s total annual gross revenue for the previous year. \$ _____
- b) Enter organization’s total fundraising expenses incurred for the previous year. \$ _____
- c) Enter organization’s total administrative expenses for the previous year. \$ _____

Section VI - Total Purchases Made in Virginia

10. Does the organization intend to make purchases in Virginia? *See pages 5-6 of the instructions.*
Please select one:

YES NO

- a). If yes, enter an estimate of the dollar amount of Virginia purchases made in the preceding year and those made or to be made in the current year. Please allocate the purchases as accurately as possible in the regions provided below. Do not include the sales tax. Enter zero if no purchases were made.

Virginia Regions	Total Purchases - 2015	Total Purchases - 2016
Northern Virginia Region: Alexandria City, Arlington County, Fairfax City, Fairfax County, Falls Church City, Loudon County, Manassas City, Manassas Park City, Prince William County		
Hampton Roads Region: Chesapeake City, Franklin City, Hampton City, Isle of Wight County, James City County, Newport News City, Norfolk City, Poquoson City, Portsmouth City, Southampton County, Suffolk City, Virginia Beach City, Williamsburg City, York County		
Elsewhere throughout Virginia		

NOTE: Failure to provide this information may result in the denial of the exemption request.

- b). If no, please provide a brief explanation why the organization is requesting an exemption but have no plans to make purchases in Virginia.

11. Are you required to file a federal Form 990, 990-EZ, 990-PF, or 990-N with the IRS? *See page 6 of the instructions.*

YES NO

- a). If yes, enter the due date of the most recent filed return or if you are newly organized, enter the date the return is due. (MM/DD/YY) _____ You may be asked to provide a copy of the federal form filed by the organization.
- b). If no, please provide the names, addresses and telephone numbers of two members of the Board of Directors and submit a copy of the organization’s prior year’s financial statement.

1. NAME: _____
 TITLE: _____
 ADDRESS: _____
 CITY: _____
 STATE: _____
 ZIP: _____
 PHONE NUMBER: (____) _____
 FAX NUMBER: (____) _____
 EMAIL ADDRESS: _____

2 NAME: _____
 TITLE: _____
 ADDRESS: _____
 CITY: _____
 STATE: _____
 ZIP: _____
 PHONE NUMBER: (____) _____
 FAX NUMBER: (____) _____
 EMAIL ADDRESS: _____

12. Will the organization solicit contributions or donations in Virginia? *See page 6 of the instructions.*

YES NO

a). If yes, you must provide proof of registration from the Virginia Department of Agriculture and Consumer Services. If you have any questions, call (804) 786-1343.

Section VII - Signature

I declare that this organization's financial information is true, accurate, and complete.

_____ Date _____

Authorized Representative

MAILING INFORMATION: Send completed form with attachments or change of address to:

Virginia Department of Taxation
Office of Customer Services
Nonprofit Exemption Unit
Post Office Box 27125
Richmond, Virginia 23261-7125
Telephone Number (804) 371-4023
Fax: 804-786-2645

OR

Virginia Department of Taxation
Office of Customer Services
Nonprofit Exemption Unit
600 East Main Street
Richmond, Virginia 23219
Telephone Number (804) 371-4023
Fax: 804-786-2645

CHECKLIST

Please make sure all questions are answered and that the following documents are included with the application, if required:

- ✓ 501(c)(3) or 501(c)(4) - IRS Determination Letter
- ✓ Mission Statement or Statement of Purpose
- ✓ Proof of registration for Virginia Solicitation of Contributions Law
- ✓ Federal Form 990, 990-EZ, 990-PF, 990-N, or substitute form
- ✓ Independent Financial Audit or Review from an Independent Certified Public Accountant
- ✓ Estimate of Total Taxable Purchases in Virginia (estimates are acceptable)
- ✓ Authorized Representative's Signature

NOTE: Incomplete applications will not be processed