

**INSTRUCTIONS FOR COMPLETING  
THE  
"APPLICATION FOR REGISTRATION"  
SALES AND USE TAX EXEMPT FORM**

1. Reason for Application:

New Registration - never has had a sales tax exempt number.  
Registration Renewal - Requested by state for updated information  
Change in adults listed on prior registration

2. Date Established: Troop registration date, i.e. October 2002  
If renewal, use date on prior application if available.

3. Non Profit Legal Name: Girl Scouts Heart of the South, Troop \_\_\_\_\_

4. Legal Location Address: where troop meets

5. Legal Mailing Address: Where troop receives mail - not Girl Scout Service Center address.

6. Phone Number and Email address: Leader's Phone Number and email address.

7. Non Profit Exemption: Check 501(c) (3) -- **Must attach IRS letter showing council has 501 (c)(3) exemption.**

8. Current/Prior Tax Numbers: Enter current Exempt Account Number.  
Leave blank if you are new registration.

9. Describe business activity at this location: *Informal Education of Girls*  
**Attach copy of Girl Scout Council Charter**

10. Identify Owners, Officers, Partners:  
List all information on at least two adult members who will be making purchases for the troop. All information is required.

11. One of those listed in #9 sign this document.

Make copies of all documents and keep for your records.

Mail application, copy of council charter, copy of 501(c)(3) letter to:

Tennessee Department of Revenue  
Andrew Jackson State Office Building  
800 Deaderick Street  
Nashville, TN 37242-1399



**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.

<b>1. REASON FOR APPLICATION</b> <input type="checkbox"/> New Registration <input type="checkbox"/> Registration Renewal	<b>2. DATE ESTABLISHED</b> Date: _____	<b>3. NON-PROFIT LEGAL NAME</b> _____ _____
<b>4. LEGAL LOCATION ADDRESS</b> Name: _____ Street: _____ City, State, Zip: _____		<b>5. LEGAL MAILING ADDRESS</b> Name: _____ Street: _____ City, State, Zip: _____
<b>6. PHONE NUMBER (Required):</b> _____ <b>FAX NO.</b> _____ <b>E-MAIL ADDRESS:</b> _____		
<b>7. NON-PROFIT EXEMPTION</b> _____ TCA Section 67-6-322 (See Below) Type Entity: _____ Other Organizations: (See Below) <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c)(19) <input type="checkbox"/> 501(c)(4) War-time Veteran's Organization <input type="checkbox"/> 501(c)(5) Labor Organization		
<b>8. Current/Prior Tax Numbers: FEIN/SSN/SOS:</b> _____ <b>Exempt Acct. No.</b> _____		
<b>9. Describe the business activity at this location. (Include required attachments with application to document the business activity.)</b>		
<b>10. IDENTIFY OWNERS, OFFICERS, PARTNERS. DO NOT use post office box addresses. (Attach additional names and social security numbers on separate sheet.)</b> (1) Name: _____ Home Phone: _____ SSN _____ - _____ - _____ Home Address: _____ City: _____ State: _____ Zip: _____ (2) Name: _____ Home Phone: _____ SSN _____ - _____ - _____ Home Address: _____ City: _____ State: _____ Zip: _____ (3) Name: _____ Home Phone: _____ SSN _____ - _____ - _____ Home Address: _____ City: _____ State: _____ Zip: _____		
<b>11. The statements made on this application are true to the best of my knowledge and belief. (This application must be signed by the individual owner, a partner, or an officer of the corporation listed in item 10.)</b> Sign Here: _____ <p align="center"><i>Owner, Partner, or Officer (Do not Use Stamp)</i></p>	<b>For Department Use Only</b>	

**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. **Tenn. Code Ann. 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 location address.

Block 5: Enter your organization's complete legal mailing address.

Block 6: Enter your organization's telephone number, fax number, and e-mail address if you have one. **A valid telephone number is required.**

Block 7: Select the appropriate type of non-profit exemption.

Block 8: Enter any current or prior FEIN/SSN/SOS and/or exempt account number that your organization holds.

Block 9: 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

Corporation or LLC, directly or indirectly owned by a nonprofit entity, organized to preserve or rehabilitate certain historic properties: Submit a letter requesting the exemption, documenting the nonprofit entity's ownership and providing a copy of the corporation or LLC's charter.

Block 10: Identify at least two owners, partners, or officers with whom the entity's account can be discussed. We must have full names, addresses, and social security numbers.

Block 11: One of the persons identified in Block 10 must sign the application form.

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.



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248562349  
Aug. 13, 2008 LTR 4168C E0  
62-0502197 000000 00 000  
00015176  
BODC: TE

GIRL SCOUTS HEART OF THE SOUTH  
PO BOX 240246  
MEMPHIS TN 38124-0246460



021699

Employer Identification Number: 62-0502197  
Person to Contact: Mr. Crouch  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Aug. 04, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in December 1959, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I



# GIRL SCOUT COUNCIL CHARTER

Juliette Low, Founder

This is to certify that

GIRL SCOUTS HEART OF THE SOUTH

is hereby chartered by Girl Scouts of the United States of America, a corporation chartered by Act of Congress, to operate as a Girl Scout council within the area of jurisdiction agreed upon with Girl Scouts of the United States of America, with the duties, rights, powers, and privileges of a local Girl Scout council as defined by Girl Scouts of the United States of America.

This charter is effective June 1, 2008 and expires December 31, 2011.

This charter is issued subject to all the terms and conditions set forth in the application therefor, dated June 1, 2008, which is made a part hereof.

In testimony whereof, Girl Scouts of the United States of America has caused this charter to be signed by its officers and its corporate seal to be hereunto affixed, this 26th day of August in the year 2006.

Girl Scouts of the United States of America

Girl Scouts Heart of the South,  
Tennessee

Issued to:

*[Signature]*  
Council President

*[Signature]*

Patricia Diaz Dennis  
Chair, National Board of Directors

*[Signature]*  
Kathy Clominger  
Chief Executive officer