APPLYING FOR A VIRGINIA RETAIL SALES AND USE TAX EXEMPTION

• Go to: Nonprofit Online https://www.tax.virginia.gov/npo or complete Form NP1 Application and submit it to Virginia Tax, Nonprofit Exemption Unit, P.O. Box 27125, Richmond, VA 23261-7125, or fax to 804-786-2645. You need the club EIN number to apply.

• There is no fee to apply.

• A Lions Club cannot apply for exemption unless it is registered with the Virginia Department of Agriculture and Consumer Affairs.

• Virginia law allows exemptions for purchases of tangible personal property used or consumed by the club. Examples: office supplies, computers, office furniture, food, meals, catering services, items used for fundraising, and items purchased to pursue the mission or purpose of the organization.

• An exempt club can make an exempt purchase from a retailer by providing a copy of the Exemption Certificate which is issued by Virginia Tax. You can get a copy of this Exemption Certificate by logging on to your club account online.

• The Exemption Certificate does not apply to vehicle purchases.