

CHINESE BIBLE CHURCH OF MARYLAND

APPLICATION FOR CHURCH TAX EXEMPTION CERTIFICATE

Name:			
Address:			
Telephone:		Email Address:	
Are you a Deacon / Elder? (If above question is Yes, only required to approve by Finance Deacon/ness)		Yes Deacon	Yes Elder No

I will comply with the following guidelines when I receive the Church Tax Exemption Certificate (The "Certificate") from the Chinese Bible Church of Maryland (The "Church ")

1. I will use the Certificate **SOLELY** to purchase items for the use of the Church and each purchase is approved by the appropriate deacon/deaconess of the Church.
2. I will return the Certificate to the Church Finance Department if I am no longer responsible for purchasing items for the Church or if I leave the Church.
3. I will **NOT** modify or copy the Certificate, or transfer it to another person.
4. I will return the Certificate to the Church Finance Department after the expiration date of the Certificate.
5. I will submit a voucher and the original purchase receipt to the Church Finance Department for any tax-exempted purchase.
6. I will not open any account by using the tax exemption account number. (To open any new account, this must be done through the Church Finance Department).

Applicant's Signature:		Date:
Approved By Deacon/ness	Printed Name:	Signature:
Approved By Department Name:		Date:
Approved By Finance Deacon/ness Name and Signature:		Date:
Tax Exempt Card Number:		