

CHINESE BIBLE CHURCH OF MARYLAND

APPLICATION FOR CHURCH TAX EXEMPTION CERTIFICATE

Name : _____

Address: _____

City : _____ State: _____ Zip: _____

Telephone: _____ Email address: _____

Are you a Deacon / Elder? Yes / No If Yes, please indicate: _____
(If above question is Yes, only required to approve by Finance Deacon/ness)

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's Signature Deacon's Printed Name Department Date

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For Church use only

Approved By: _____
Finance Deacon Printed Name & Signature Date

Card Number: _____