

**Exemption Certificate for Religious and Charitable Purchases**  
**(Sales, Use, Tourism and Motor Vehicle Rental Tax)**

|                                                                |                     |                                                         |          |
|----------------------------------------------------------------|---------------------|---------------------------------------------------------|----------|
| Name of business or institution claiming exemption (purchaser) |                     | Telephone number                                        |          |
| Street address                                                 | City                | State                                                   | ZIP Code |
| Authorized signature                                           | Name (please print) | Title                                                   |          |
| Name of Seller or Supplier:                                    |                     |                                                         | Date     |
| Sales Tax License Number:                                      |                     | Required for all exemptions marked with an asterisk (*) |          |

The person signing this certificate **MUST** check the applicable box showing the basis for which the exemption is being claimed.

Email questions to [taxmaster@utah.gov](mailto:taxmaster@utah.gov). You may also write or visit the Tax Commission at 210 N 1950 W, Salt Lake City, UT 84134, or call 801-297-2200 or toll free 1-800-662-4335.

**DO NOT SEND THIS CERTIFICATE TO THE TAX COMMISSION**  
**Keep it with your records in case of an audit.**

☐ **Religious or Charitable Institution**

I certify the tangible personal property or services purchased will be used or consumed for essential religious or charitable purposes. **This exemption can only be used on purchases totaling \$1,000 or more, unless the sale is pursuant to a contract between the seller and purchaser.**

☐ **Construction Materials Purchased for Religious and Charitable Organizations**

I certify the construction materials are purchased on behalf of a religious or charitable organization and that they will be installed or converted into real property owned by the religious or charitable organization.

Name of religious or charitable organization: \_\_\_\_\_

Name of project: \_\_\_\_\_

To be valid this certificate must be filled in completely, including a check mark in the proper box.

**\* Purchaser must provide sales tax license number in the header at the top of the page.**

**SELLER:** Keep this certificate on file since it must be available for audit review.

**PURCHASER:** You must notify the seller of cancellation, modification, or limitation of the exemption you have claimed.

Questions? Email [taxmaster@utah.gov](mailto:taxmaster@utah.gov), or call 801-297-2200 or 1-800-662-4335.

If you need an accommodation under the Americans with Disabilities Act, email [taxada@utah.gov](mailto:taxada@utah.gov), or call 801-297-3811 or TDD 801-297-2020. Please allow three working days for a response.