

Virginia Department of Taxation
Form NP-1 Sales and Use Tax Exemption Application for
Nonprofit Organizations

- Please read instructions carefully before completing this form. For assistance call (804) 371-4023
- Completed form can be mailed or faxed to: **Virginia Department of Taxation**
Nonprofit Exemption Unit
Post Office Box 27125 Richmond, VA 23261-7125
Fax Number: (804) 786-2645

Section I: Reason for Submitting Form

Please select the appropriate box that applies to your request. *See page 1 of the instructions.*

- ☒ New Exemption Application ☐ Renewal Application

Section II: Business Information

1. Enter legal name of the organization: _____
2. Enter organization's Federal Employer Identification Number (FEIN): _____
3. Enter physical address of the organization. *See page 1 of the instructions.*
Street _____
City _____ State _____ ZIP Code _____
4. Enter address if different from the physical address, where the financial records of the organization are available for public inspection (certificate will be mailed to the physical address provided). *See page 1 of the instructions.*

5. Enter name and mailing address of a contact person for the organization. *See page 1 of the instructions.*
Name _____ Telephone Number _____
Title _____
Street _____
City _____ State _____ ZIP Code _____
Fax Number _____ Email address _____
6. Select the box that best describes the primary purpose of the organization (choose only one). *See page 1 of the instructions.*

<input type="checkbox"/> Civic and Community Service Organization	<input type="checkbox"/> Educational Organizations
<input type="checkbox"/> Church	<input type="checkbox"/> Medical Organizations
<input type="checkbox"/> Cultural Organizations	