



Catholic Diocese of Columbus

Policy Guideline

Diocesan Parish School All

208.1 - BLANKET CERTIFICATE OF EXEMPTION

The Blanket Certificate of Exemption is required when purchasing items for religious purposes and state sales tax has been applied to the purchase.

If a vendor asks for a tax-exempt number, the parish/school/agency/institution should indicate they are tax exempt because of their status as a church.

If needed, a “Blanket Certificate of Exemption” can be completed and provided to the vendor.

You cannot use the Federal Employer Identification number to identify you as exempt from sales tax. The form includes a field for Vendor ID. The Federal Employer Identification number should not be listed in this field.

These should be signed by the Administrative Authority, i.e., Pastor, Principal, or Director in each location.

A form may also be obtained from the State of Ohio website <http://tax.ohio.gov> under Blanket Certificate of Exemption. Type in BLANKET EXEMPTION to be directed to a blank form that can be printed, saved or filled in and saved.