

MEMO

TO: Troop Leaders

FROM: Roberta Richmond, Chief Financial Officer

DATE: July 1, 2008

SUBJECT: Tax Exempt Forms

As a troop leader with Girl Scouts of Black Diamond Council, Inc. you may purchase troop supplies tax-exempt. The merchandise or services bought must be solely for the Girl Scouting program. Enclosed are four tax-exempt certificates; a West Virginia form on yellow paper, an Ohio form on white paper, a Virginia form on pink paper, and a Kentucky form on blue paper. Our exemption card from Maryland is a small form, so you may request one if necessary. Most businesses request that you inform them at the beginning of the purchase.

These tax exemption forms can be copied as needed.

Most Walmart stores require a copy of our State Registration Certificate. If you need this form, please contact me at the Charleston office.