



Documents required for a NEW SSO

- **Proof of current Tennessee Nonprofit Corporation (see #1 example below) or**
 - **Proof of charitable foundation status (501C3) (see #2 example below) or**
 - **Proof of current subordinate membership with a charitable foundation (501C3)**
- *** As a subordinate member, a SSO is considered a foundation or fund under the parent organization's name for a designated fee and has the benefit of utilizing the parent organization's 501(c)(3) charitable donation status and exemption from TN sales tax.***

Contact Information

**Department of Family & Community Engagement
160 S. HOLLYWOOD
MEMPHIS, TN 38112
901-416-7600**

Example 1: Tennessee Nonprofit Corporation



STATE OF TENNESSEE
Tre Hargett, Secretary of State
Division of Business Services
William R. Snodgrass Tower
312 Rosa L. Parks AVE, 6th FL
Nashville, TN 37243-1102

October 17, 2016

Filing Acknowledgment

Please review the filing information below and notify our office immediately of any discrepancies.

SOS Control # :		Formation Locale:	TENNESSEE
Filing Type:	Nonprofit Corporation - Domestic	Date Formed:	10/18/2016
Filing Date:	10/17/2016 11:18 AM	Fiscal Year Close:	6
Delayed Effective Date:	10/18/2016 12:00 AM	Annual Report Due:	10/01/2017
Status:	Active	Image # :	
Duration Term:	Perpetual		
Public/Mutual Benefit:	Mutual		
Business County:	SHELBY COUNTY		

Document Receipt

Receipt # : _____ Filing Fee: _____
Payment-Credit Card - _____

Registered Agent Address:

Principal Address:

Congratulations on the successful filing of your **Charter** for _____ in the State of Tennessee which is effective on the date shown above. You must also file this document in the office of the Register of Deeds in the county where the entity has its principal office if such principal office is in Tennessee. Please visit the Tennessee Department of Revenue website (apps.tn.gov/bizreg) to determine your online tax registration requirements. If you need to obtain a Certificate of Existence for this entity, you can request, pay for, and receive it from our website.

You must file an Annual Report with this office on or before the Annual Report Due Date noted above and maintain a Registered Office and Registered Agent. Failure to do so will subject the business to Administrative Dissolution/Revocation.

Tre Hargett
Secretary of State

Phone (615) 741-2286 * Fax (615) 741-7310 * Website: <http://tnbear.tn.gov/>

Example 1: Tennessee Nonprofit Corporation



STATE OF TENNESSEE
DEPARTMENT OF REVENUE

Effective Date: July 1, 2019
Expiration Date: June 30, 2023
Account No:
Exemption No:
Facility Address:
8729 ASHBURY OAK DR
CORDOVA TN 38018-1019

Exempt Organizations or Institutions
Sales and Use Tax Certificate of Exemption

This organization or institution qualifies for the authority to make sales and use tax exempt purchases of goods and services that it will use, consume or give away.

This authorization for exemption is limited to sales made directly to the referenced organization. This exemption certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the organization, and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the organization.

This exemption certificate may not be used to make purchases without the payment of sales and use tax for other locations and may not be transferred to or used by any other person.

Seller's Name

Seller's Address (City & State)

I, _____, as an authorized representative of the taxpayer named above, affirm that the purchases qualify for the exemption and will be used at the location of the facility address referenced above. Under penalty of perjury, I affirm this to be a true and correct statement.

Print Name of Authorized Representative

Signature of Authorized Representative

Date