

**Donation Instructions For OHC Chapters**  
(January 16, 2023)

1. Monetary donation to an OHC Chapter

- a. Check shall be made out to the Ohio Horseman's Council Foundation.
- b. Check shall not be deposited into Chapter's banking account but rather sent to the Foundation.
- c. The check, donor contact information (name, mailing and email address) and description of its intended use to be sent to the Foundation:

*Ohio Horseman's Council Foundation*  
*% Arden Sims*  
*787 Lovers Lane, Beverly, OH 45715*

- d. Upon receipt of donor's check, the Foundation shall deposit check into the Foundation bank account.
- e. Once the check has been processed and cleared, the Foundation shall submit a check in the full amount to the Chapter's Treasure. The Foundation shall also send to the donor a 501 (c)(3) Organization Donation Receipt. Only the Foundation shall issue Organization Donation Receipts.
- f. If a check is made out to the Chapter or a cash donation is given to the Chapter, the same steps as listed above shall be followed with the following exception:

The Chapter shall deposit the check/cash in the Chapter's Account and send a check in the same amount made out to the Ohio Horseman's Council Foundation.

- g. The Chapter shall maintain a receipt file for all expenditures of monetary donations. If the donation is for a specific project, the Chapter shall notify the Foundation either by regular mail or email when the project is completed.
- h. The use of these funds on all purchases of tangible personal property and selected services have a sales and use tax exemption in the State of Ohio. Included is the Ohio Department of Taxation STEC B form "Sales

and Use Tax Blanket Exemption Certificate”. The form is partially completed with Foundation information. The form shall be signed and dated by a Chapter Officer and given to the vendor at time of purchase. A copy shall be maintained by the Chapter.

2. Instructions for Property Donations to the OHC Chapter

- a. Any property donated by donors can included but not limited to lumber, gravel, hardware or any other type material for a specific project.
- b. When the property has been received by the Chapter, the Chapter shall send to the Foundation the donor’s name, address, any other contact information, a description of the property with any receipts or estimates detailing value of property:

*Ohio Horseman’s Council Foundation  
% Arden Sims  
787 Lovers Lane, Beverly, OH 45715  
Email: [acsims3@gmail.com](mailto:acsims3@gmail.com)*

- c. The Foundation will send the donor a 501 (c)(3) Organization Donation Receipt. Only the Foundation shall issue Organization Donation Receipts.
  - d. Upon completion of the project where donor’s property donation was used, the Chapter shall notify the Foundation by regular mail or by email.
3. Any questions or issues regarding any type of donations shall be addressed to the Foundation. If at all possible, all correspondence between Chapter and Foundation shall be documented in writing.



Department of  
Taxation

tax.ohio.gov

STEC B  
Rev. 9/15

Reset Form

## Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

\_\_\_\_\_  
(Vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

**Purchaser must state a valid reason for claiming exception or exemption.**

Ohio Horseman's Council Foundation  
\_\_\_\_\_  
Purchaser's name  
Nonprofit Organization  
\_\_\_\_\_  
Purchaser's type of business  
1862 E Foster Maineville RD  
\_\_\_\_\_  
Street address  
Morrow, OH 45152  
\_\_\_\_\_  
City, state, ZIP code  
\_\_\_\_\_  
Signature Title  
\_\_\_\_\_  
Date signed  
EIN: 88-2563981  
\_\_\_\_\_  
Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code. This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.