

Ohio Horseman's Council Foundation
Donation Instructions for OHC Chapters
When Receiving Monetary or Materials Donations
Rev. April 29, 2024

The Ohio Horseman's Council Foundation (OHC Foundation) is a 501(c)(3) non-profit organization that can accept charitable donations.

A charitable donation is defined as a gift of cash or materials/goods made to a nonprofit organization to help the organization accomplish its mission, for which the donor receives nothing of monetary value in return.

The mission of the OHC Foundation is to operate exclusively for the promotion of social welfare, charitable, educational and recreational purposes, to:

- Provide resources to promote the building and maintenance of bridle trails throughout the State of Ohio;
- Provide financial resources and volunteer services to fellow organizations that support and protect equine-related activities; and
- Provide support to state and national horse-related issues.

Instructions:

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

Ohio Horseman's Council Foundation
c/o Joan Neeley
8250 Manore Rd
Grand Rapids, OH 43522-9650
(419) 875-6206
ohneeley@roadrunner.com

- d) Upon receipt of donor's check, the OHC Foundation shall deposit the donor's check into the OHC Foundation bank account.
- e) Once the check has been processed and cleared, the OHC Foundation shall submit to the Chapter's Treasurer a check in the full amount and a form for the Treasurer to sign and return to the OHC Foundation acknowledging receipt of the check. The OHC Foundation shall also send to the donor a 501(c)(3) Organization Donation Receipt. Only the OHC Foundation shall issue Organization Donation Receipts. 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 make a photocopy of the check for record keeping and then deposit the check/cash in the Chapter's banking account and send a check in the full amount made out to the Ohio Horseman's Council Foundation. The OHC Foundation will issue a check in the full amount to the chapter.
- f) 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 OHC Foundation either by regular mail or email when the project is completed. A report shall be filed with the OHC Foundation at the end of the project. This report should document all expenses.
- g) The use of these funds on all purchases of materials/goods and selected services has a sales and use tax exemption in the State of Ohio. Below is the Ohio Department of Taxation STEC B form "Sales and Use Tax Blanket Exemption Certificate". The form is partially completed with OHC 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. The form below can be printed or you can locate a fillable form by clicking on the following; https://procure.ohio.gov/static/pdf/ST_STEC_B_Fl.pdf . Some vendors might request the IRS W-9 form. Below is the the IRS W-9 form "Request for Taxpayer Identification Number and Certification". The form is partially completed with OHC 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. The form below can be printed or you can locate a fillable form by clicking on the following; <https://irs.gov/pub/irs-pdf/fw9.pdf>

2) Donation of Materials/Goods to the OHC Chapter

- a) Any materials/goods donated by others can include but not limited to lumber, gravel, hardware or any other type of material for a specific project.
- b) When the materials/goods have been received by the Chapter, the Chapter shall send to the OHC Foundation the donor's name, mailing address, email and a description of the materials/goods and any receipts or estimates detailing value of the materials/goods:

Ohio Horseman's Council OHC Foundation
c/o Joan Neeley
8250 Manore Rd
Grand Rapids, OH 43522-9650
(419) 875-6206
ohneeley@roadrunner.com

- c) The OHC Foundation will send the donor a 501(c)(3) Organization Donation Receipt. Only the OHC Foundation shall issue Organization Donation Receipts.
 - d) Upon completion of the project where donor's materials/goods donation was used, the Chapter shall notify the OHC Foundation by regular mail or by email.
- 3) Any questions or issues regarding any type of donations shall be addressed to the OHC Foundation, attention Arden Sims, Email: acsims3@gmail.com, Cell (740) 350 2339. Whenever possible, all correspondence between Chapter and OHC Foundation shall be documented in writing.

Note: Use of the "Sales and Use Tax Blanket Exemption Certificate" and the "Request for Taxpayer Identification Number and Certification" is only for OHC Chapter use and not for personal or individual use. Be advised that misuse of this form is a misdemeanor in the State of Ohio.

Information for the forms:

Purchaser's Name: Ohio Horseman's Council

Type of Business: Nonprofit Organization

Federal Tax Classification: C Corporation

EIN: 31-1038893

Address: 6311 Bluebird Rd NW
East Canton, OH 44750

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

Purchaser's name

Nonprofit Organization

Purchaser's type of business

6311 Bluebird Rd NW

Street address

East Canton, OH 44730

City, state, ZIP code

Signature

Title

Date signed

EIN: 31-1038893

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.

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
 requester. Do not
 send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p>Ohio Horseman's Council</p> <p>2 Business name/disregarded entity name, if different from above.</p>
	<p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) <i>Note:</i> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) </p> <p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/></p>
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: right;"><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p>5 Address (number, street, and apt. or suite no.). See instructions.</p> <p>6311 Bluebird Rd NW</p> <p>6 City, state, and ZIP code</p> <p>East Canton, OH 44730</p> <p>7 List account number(s) here (optional)</p>
	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
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3	1	-	1	0	3	8	8	9	3	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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