



# THE SYNOD OF THE TRINITY

PRESBYTERIAN CHURCH (U.S.A.)

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TO: All Churches and Presbyteries with Sales Tax Exemption Certificates  
under the Synod of the Trinity  
FROM: Chantal D. Atnip, Treasurer  
SUBJECT: March 31, 2010 Expiration  
DATE: February 2, 2010

Your Sales Tax Exemption Certificate (Form REVK-265) will expire on March 31, 2010. It will AUTOMATICALLY RENEW in early March. To help make this process happen smoothly, please check the address on you current certificate. If there has been any change to your mailing address, please copy the certificate and fill out the address change section and mail it as soon as possible to the address indicated on the current certificate.

To summarize this process:

Feb 1 – Feb 10 –	Verify your mailing address on your current certificate and send any updates to the address ASAP
March 1 – March 15 –	The State will automatically renew the certificate and mail it to the address on file
March 22 – March 26 March 29	Make sure you have received your certificate If certificate has NOT been received either call the Synod office at (717) 737-0421 or email <a href="mailto:treasurer@syntrinity.org">treasurer@syntrinity.org</a> with your church/presbytery name, address, and EIN.

There are over 1100 Tax Exempt Certificates under the Synod umbrella at this time. This is about 10% of the total number of churches renewing at the same time.

Hopefully, this will go smoothly! I was also assured that if for any reason your certificate does not arrive by March 31<sup>st</sup>, you can apply for sales tax refunds for any tax you pay between March 31, 2010 and the time your renewal certificate arrives.

The good news is that this certificate is good for another five (5) years!

FOR ANY CHURCH WITHOUT A PA SALES TAX EXEMPTION CERTIFICATE:

To apply for a PA Sales Tax Exemption Certificate using the Synod umbrella, please send an email to [treasurer@syntrinity.org](mailto:treasurer@syntrinity.org) and include the following information:

Church/Presbytery Name  
Mailing Address  
EIN #