



# Utah State Tax Commission

## TC-62N

### Sales Tax Refund Booklet for Religious or Charitable Organizations

THE BOARD OF DIRECTORS OF WITTENBERG COLLEGE  
200 W WARD ST  
SPRINGFIELD OH 45504-2120

### General Information

The sales tax exemption for purchases made by religious or charitable institutions is allowed in the following manner:

1. The exemption is taken at the point of purchase if the purchase is \$1,000 or more.
2. If the purchase is less than \$1,000, the exemption is taken by claiming a refund from the Tax Commission.
3. If the sale is made by a public utility to a religious or charitable institution, the exemption must be taken at the point of purchase.
4. If a contract exists between the seller and the religious or charitable institution, the exemption may be taken at the point of purchase regardless of the dollar amount of the sale.

### Instructions for TC-62N

Institutions are issued 12 refund coupons per year. Coupons may be filed on a monthly basis. Any coupons not used during the year should be discarded.

Add the Utah sales tax paid that qualifies for the refund and write the total in the box marked Refund Amount.

Do not attach receipts to the refund coupon. Receipts and other original supporting records must be kept for three years following the date of refund.

Refund requests must be filed within three years of the date of purchase, pursuant to Utah Code §59-12-110.

If the information on the coupon is wrong, please correct any errors or make changes on the change form in the back of the coupon booklet.

Please file the original coupon.

See [tax.utah.gov](http://tax.utah.gov) for more information and access to forms, publications and online services. Email questions to [taxmaster@utah.gov](mailto:taxmaster@utah.gov). You may also write or visit the Tax Commission at 210 N 1950 W, Salt Lake City, UT 84134-3212, or call 801-297-2200 or 1-800-662-4335 toll free.

If you need an accommodation under the Americans with Disabilities Act, email [taxada@utah.gov](mailto:taxada@utah.gov), or call 801-297-3811 or TDD 801-297-2020. Please allow three working days for a response.

## Change Form for Preprinted Information

<b>Change in Business Name</b> New Name:			<b>Business Discontinued</b> Effective Date:		
<b>Change in Mailing Address</b> Name			<b>Change in Business Address</b> Business Name		
New address			New Address		
City	State	ZIP code	City	State	Zip code
Account number		Telephone number	Account Number		Telephone number
<b>Request for New Application</b> Complete this section only when changing ownership status					
Business Name				Contact person	
Address			City	State	Zip code

Utah Sales Tax Refund Request - TC-62N  
rL026

TC-62N Rev. 10/15

THE BOARD OF DIRECTORS OF WITTENBERG COLLEGE

Tax Type
<b>Sales and Use Tax</b>

Sales and Use Account ID
<b>14307640-002-STC</b>

Period Ending
<b>Jan 2017</b>

S  
C  
O

Refund Amount:

--	--

UTAH STATE TAX COMMISSION  
SALES TAX  
210 N 1950 W  
SLC UT 84134-3212

I declare under penalty of perjury that to the best of my knowledge and belief this information is correct and complete.

Authorized signature

Date

Telephone

238990003414307640002STC901312017603400000000000

Utah Sales Tax Refund Request - TC-62N  
rL026

TC-62N Rev. 10/15

THE BOARD OF DIRECTORS OF WITTENBERG COLLEGE

Tax Type
<b>Sales and Use Tax</b>

Sales and Use Account ID
<b>14307640-002-STC</b>

Period Ending
<b>Feb 2017</b>

S  
C  
O

Refund Amount:

--	--

UTAH STATE TAX COMMISSION  
SALES TAX  
210 N 1950 W  
SLC UT 84134-3212

I declare under penalty of perjury that to the best of my knowledge and belief this information is correct and complete.

Authorized signature

Date

Telephone

238990003414307640002STC902282017103400000000000

Utah Sales Tax Refund Request - TC-62N  
rL026

TC-62N Rev. 10/15

THE BOARD OF DIRECTORS OF WITTENBERG COLLEGE

Tax Type
<b>Sales and Use Tax</b>

Sales and Use Account ID
<b>14307640-002-STC</b>

Period Ending
<b>Mar 2017</b>

S  
C  
O

Refund Amount:

--	--

UTAH STATE TAX COMMISSION  
SALES TAX  
210 N 1950 W  
SLC UT 84134-3212

I declare under penalty of perjury that to the best of my knowledge and belief this information is correct and complete.

Authorized signature

Date

Telephone

238990003414307640002STC903312017203400000000000

Utah Sales Tax Refund Request - TC-62N  
rL026

S  
C  
O

Tax Type
<b>Sales and Use Tax</b>

Sales and Use Account ID
<b>14307640-002-STC</b>

Period Ending
<b>Oct 2017</b>

Refund Amount:

--	--

UTAH STATE TAX COMMISSION  
SALES TAX  
210 N 1950 W  
SLC UT 84134-3212

I declare under penalty of perjury that to the best of my knowledge and belief this information is correct and complete.

Authorized signature

Date

Telephone

238990003414307640002STC910312017703400000000000

Utah Sales Tax Refund Request - TC-62N  
rL026

S  
C  
O

Tax Type
<b>Sales and Use Tax</b>

Sales and Use Account ID
<b>14307640-002-STC</b>

Period Ending
<b>Nov 2017</b>

Refund Amount:

--	--

UTAH STATE TAX COMMISSION  
SALES TAX  
210 N 1950 W  
SLC UT 84134-3212

I declare under penalty of perjury that to the best of my knowledge and belief this information is correct and complete.

Authorized signature

Date

Telephone

238990003414307640002STC911302017703400000000000

Utah Sales Tax Refund Request - TC-62N  
rL026

S  
C  
O

Tax Type
<b>Sales and Use Tax</b>

Sales and Use Account ID
<b>14307640-002-STC</b>

Period Ending
<b>Dec 2017</b>

Refund Amount:

--	--

UTAH STATE TAX COMMISSION  
SALES TAX  
210 N 1950 W  
SLC UT 84134-3212

I declare under penalty of perjury that to the best of my knowledge and belief this information is correct and complete.

Authorized signature

Date

Telephone

238990003414307640002STC912312017303400000000000