



**BOSTON COLLEGE**  
**Office of Auxiliary Services - OneCard Office**

129 Lake Street, 3rd floor Brighton, MA 02135

Phone: (617) 552-6650

**CONFERENCE CARD REQUEST FORM – External Groups**

Organization Name: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Organization Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Exempt from MA Meals Sales Tax: ☐ Yes, we are meals tax exempt ☐ No, we are not meals tax exempt

*\*\* (If TAX EXEMPT from Massachusetts sales tax on meals, the external organization must supply a valid tax exemption form. Please email form to [OneCard@bc.edu](mailto:OneCard@bc.edu) with "Tax Exemption Form (organization name)" in the subject line.) \*\**

**Meals sold to the following buyers are not taxable:**

**501(c)(3) organizations:** Meals sold to organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code (certain religious, educational, charitable, or scientific organizations) or to people, organizations or groups buying meals as agents on behalf of such organizations, generally are exempt if the organization uses the meals to conduct its exempt enterprise.

To claim the exemption, the buyer and its agent must give the vendor BOTH:

- A properly completed copy of a [Sales Tax Exempt Purchaser Certificate \(Form ST-5\)](#)
- A copy of the exempt organization's Certificate of Exemption (Form ST-2) issued by DOR.

**Description of Use** (Please include the locations where you plan to use the cards and business purpose):

Number of cards: \_\_\_\_\_ Amount per card: \_\_\_\_\_ Total value of all cards: \_\_\_\_\_

Card Fee (\$1 x # cards): \_\_\_\_\_

Total cost to be paid by credit card: \_\_\_\_\_

**\*\* PLEASE NOTE\*\***

- \* A fee of \$1.00 for each card will be added to your total.
- \* Advanced credit card payments are required for the full amount, including any applicable card fees. Unused balances will be refunded to the original payment method within 60 days after the event.
- \* Boston College Conference Cards can be used at designated BC Dining locations exclusively for specified business purposes during the event.
- \* Cards will expire at the end of the event.
- \* Boston College Conference Cards are not classified as "gift cards" under Massachusetts law. Instead, these cards are issued for convenience, allowing prepayment for specific purposes at Boston College. They are restricted to the designated use and do not retain any future value.
- \* A payment link will be provided after receipt and approval of this form.

Signature of Contact: \_\_\_\_\_ Date: \_\_\_\_\_