

EXEMPTION APPLICATION FOR CHARITABLE/EDUCATION ORGANIZATIONS

Business Name: _____ Department ID #: _____

Contact Name: _____ Phone Number: _____

Contact E-mail Address: _____

Preparer's Signature: _____ Date: _____

1. Is the corporation affiliated with any other organization?

No ___ Yes ___

If yes, Name: _____ Department ID #: _____

2. Does the corporation pay sales tax on its purchases?

No ___ Yes ___

3. Please provide a detailed description of the business operation.

4. Please list the source(s) of income. (If multiple sources, list the percentage for each.)

5. Salary Structure (Full Time Employees)

6. Clients Served

7. Types of Expenditures

8. Please provide an itemized schedule of furniture, fixtures, machinery, and equipment owned and used by the corporation.

Furniture, Fixtures, Machinery, Equipment	Description of Equipment	Acquisition Date	Cost

- 9. Please attach a Fee Structure for Service.
- 10. Please attach a copy of Form 990 Filed with the Internal Revenue Service.
- 11. Please provide brochures, pamphlets, or any printed information supplied to the public.

Please send the completed application to sdatt.ppaudit@maryland.gov or mail to:
State of Maryland
Department of Assessments and Taxation
Personal Property Division
301 West Preston Street, Room 801
Baltimore, MD 21201-2395

INSTRUCTIONS FOR CHARITABLE/EDUCATIONAL APPLICATION

Method of Delivery

The preferred method of delivery is via e-mail. Please submit application to sdatt.ppaudit@maryland.gov.

The application may also be sent by mail to the following address:

State of Maryland
Department of Assessments and Taxation
Personal Property Division
301 West Preston Street, Room 801
Baltimore MD 21201-2395

Optional Attachments

If there is not enough space provided to answer a question completely, please include additional attachments as needed.

Requested Attachments

Fee Structure - Please provide an attachment showing how fees are allocated to all customers/clients.

IRS Form 990 - Please provide the **most recent** IRS Form 990, Return of Organization Exempt from Income Tax Return.

Brochures/Pamphlets - Please provide any information provided to the public regarding your business. Examples include but are not limited to pamphlets, brochures, website address, etc.

Questions

If you have any questions regarding this application, you may contact the Department via e-mail at sdatt.ppaudit@maryland.gov or call 410-767-1170.