

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)

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

Required Attachment

Please submit a copy of the **IRS certificate** granting an exemption under **Section 501 (C)**.

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.

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

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.