



4. Please list Sources Of Income (if multiple sources, list percentage for each)

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5. Salary Structure (full time employees)

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6. Clients Served

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7. Type of Expenditures

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# 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](mailto: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  
700 E. Pratt Street, 2<sup>nd</sup> Floor  
Baltimore MD 21202

## **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](mailto:sdatt.ppaudit@maryland.gov) or call 410-767-1170.