EXEMPTION APPLICATION FOR CHARITABLE/EDUCATIONAL ORGANIZATIONS

Business Name:	Department ID #	
Contact Name:	Phone No	
Contact Email address:		
Preparer's Signature:	Date:	
No Yes	ated with any other organization?	
No Yes	ay sales tax on its purchases? d description of the business operation	

4. Please list Sources Of Income (if multiple sources, list percentage for each)				
5. Salary Structure (full time employees)				
6. Clients Served				
o. Chemis served				
				
				
7. Type of Expenditures				

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

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 sdat.ppaudit@maryland.gov or mail to:

Department of Assessments

301 W. Preston Street, Rm. 801

Baltimore MD 21201



INSTRUCTIONS FOR CHARITABLE/EDUCATIONAL APPLICATION

Method of Delivery

The preferred method of delivery is via e-mail. Please submit application to sdat.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 sdat.ppaudit@maryland.gov or call 410-767-1170.