

# Institution of Purely Public Charity Application for Property Tax Exemption

Please read the back of this form before completing. If you are not applying for exemption as an institution of purely public charity, please fill out the "Application for Property Tax Exemption" form.

**Form is to be completed by all applicants.** Please provide the following information for the organization that owns the property on which exemption is being claimed.

Owner(s) of the property	Name of organization		Date property acquired by organization	
	Name of representative or owner	Title	Date of application	
	Mailing address of organization			
	City	State	Zip	County
	Are you claiming exemption as an institution of purely public charity? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please file for exemption using the "Application for Property Tax Exemption" form.			

Is the above organization exempt from federal income tax under section 501(c)(3)?  Yes  No

**Please include with this application your Articles of Incorporation and your Federal Form 990**

Property Information	Property address of property for which exemption is sought			
	City	State	Zip	County
	Legal Description of the property (attach additional paper if needed)		Parcel ID number	

Property Uses	What is the principal use of the above-described property?
	Additional uses of the above-described property (please give percentage of use):
	Are these uses directly related to the mission of the organization? <input type="checkbox"/> Yes <input type="checkbox"/> No

How is the property used to achieve or further the organization's mission?

Charitable Organization Information	Is the stated purpose of your undertaking to be helpful to others without expectation of material reward? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Please list the amounts of donations, gifts, or government grants you received last year: Donations: \$ _____ Gifts (monetary value): \$ _____ Government grants: \$ _____
	If you do not receive any donations, gifts, or government grants, please describe how this organization is supported in the space below:
	Do you provide your goods or services for reduced or no cost? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide an example:
	If any of the recipients pay market value for your services, please explain:
	Are any of the organization's profits (including donations, gifts, or income) distributed to private interests? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are the beneficiaries of the charity restricted to any group of persons? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain the reason for restriction:

Upon dissolution, are dividends or assets made available to private interests?  Yes  No

Sign here	<b>Signature of owner or authorized representative.</b> By signing below, I certify that the above information is true and correct to the best of my knowledge, and I am the owner of the property or authorized representative of the organization that owns the property for which exemption is being claimed.	
	<p><b>Making false statements on this application is against the law.</b></p> <p>Minnesota Statute 609.41 states that anyone giving false information in order to avoid or reduce their tax obligations is subject to a fine of up to \$3,000 and/or up to one year in prison.</p>	
	Applicant's signature	Daytime phone

Name of organization

Exemption is  Approved  Denied for assessment year: \_\_\_\_\_

For office use only to be completed by the county assessor.

Assessor's signature

Date

Please see the back of this form for required documentation that must be attached to your application.

# **Institution of purely public charity: Applying for exemption from property tax**

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## **Filing for exemption**

An institution claiming exemption from property taxes as an institution of purely public charity must file an application for exemption with the assessor in the district where the property is located on or before February 1 of the assessment year.

This application must be filed every third year. No matter what year the taxpayer initially files for exemption, applications will again be due in 2010, 2013, 2016, etc.

You may attach any additional information you feel is necessary to complete this application, including descriptions of the charitable activities of your organization.

If you are filing for property tax exemption as something other than an institution of purely public charity, please inquire at your assessor's office for the appropriate application form.

## **What type of property qualifies for exemption?**

Minnesota Statute 272.02, subdivision 7 describes the qualifications necessary for an institution of purely public charity to be eligible for property tax exemption. The organization must be a 501(c)(3) organization under the Internal Revenue Code and provide a charity to the public. The filing requirements for applications for exemption can be found in Minnesota Statute 272.025.

No property will be exempt from taxation under Minnesota Statute 272.02 if the taxpayer claiming the exemption knowingly violates any of the provisions of this section.

## **Required Documentation**

The following documentation must be included with your application for exemption as a purely public charity.

- IRS letter granting exempt status as a 501(c)(3) corporation, or an explanation of why the letter is not available.
- Articles of Incorporation for the facility (and the parent corporation if applicable).
- Financial statements or other documents showing the most recent three years of donations for the facility, the total income and total expenses. (Federal Form 990 with schedules or certified financial statements show this information. Sworn statements from the donors may be used to show donations.)

## **Assessor may request additional information**

Upon written request by the assessor, taxpayers must make available to the assessor all necessary books and records relating to the ownership or use of property which can help verify whether or not the property qualifies for exemption. The assessor may also ask for any information which would clarify explanations provided under "Charitable Organization Information."

The assessor will provide you with a reasonable amount of time to provide this additional information. You will be notified in writing of your approval or denial for property tax exemption. If you disagree with the assessor's determination, you may request an advisory opinion from the Minnesota Department of Revenue, or you may appeal the assessor's decision to Minnesota Tax Court.

## **Sale or purchase of exempt property**

Property which is exempt from property tax on January 2 and, due to sale or other reason, loses its exemption prior to July 1 of that year, will be placed on the current assessment rolls for that year.

Property which is subject to property tax on January 2 that is acquired by a government entity, institution of purely public charity, church or educational institution before July 1 of the year is exempt for that assessment year if the property is to be used for an exempt purpose.

## **How we use information**

Some of the information contained on this form may be shared with the county assessor, the county attorney, the Commissioner of Revenue or other federal, state or local taxing authorities to verify your eligibility for exemption.

You do not have to provide this information. However, refusal will disqualify you from consideration for exemption.

## **Penalties**

### **Making false statements on this application is against the law.**

Minnesota Statute 609.41 states that anyone giving false information in order to avoid or reduce their tax obligations is subject to a fine of up to \$3,000 and/or up to one year in prison.