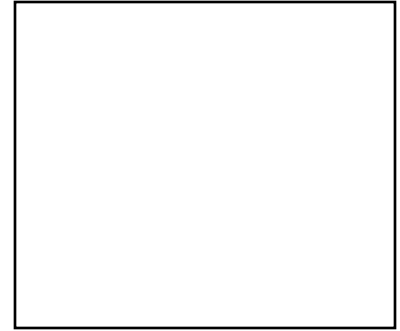




NYS BOARD OF REAL PROPERTY SERVICES
APPLICATION FOR REAL PROPERTY TAX EXEMPTION
NONPROFIT ORGANIZATIONS MANDATORY CLASS
I-ORGANIZATION PURPOSE

(See general information and instructions on back form)
Do not file with the State Board of Real Property Services.



1a. Name of Organization:

d. Name of contact person:

\_\_\_\_\_

\_\_\_\_\_

b. Mailing Address:

e. Telephone # of contact person:

\_\_\_\_\_

Day: \_\_\_\_\_

\_\_\_\_\_

Cell: \_\_\_\_\_

c. Employer ID #:

f. Email address:

\_\_\_\_\_

\_\_\_\_\_

2a. Purpose(s) of organization:

- Religious, Educational, Charitable, Moral or mental improvement of men, women, or children, Hospital

b. If the organization has more than one purpose, state the primary purpose:

\_\_\_\_\_  
\_\_\_\_\_

c. State briefly specific activities related to each purpose checked above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets if necessary)

3. Is the organization currently exempt from Federal income tax? Yes  No   
If no, skip to question 4. If yes, answer a through d

a. Under which section, subsection, and paragraph of the Internal Revenue Code? \_\_\_\_\_

b. Did the Internal Revenue Service recognize the exemption on the basis of an application form or a written request or statement? Yes  No

If yes: (1) Was the exemption recognized by a (check one):

Group exemption letter

Separate exemption letter

(2) If exemption was recognized by a group exemption letter, give name and address of organization receiving group exemption:

\_\_\_\_\_  
\_\_\_\_\_

(3) If the exemption was recognized by an advanced ruling, when does the ruling expire? \_\_\_\_\_  
(month/day/year)

**ATTACH COPY OF DETERMINATION OR RULING LETTER**

If no: (4) Please explain how the organization is exempt from Federal income tax (attach additional sheets if needed).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Is the organization required to file annual returns with the Internal Revenue Service? Yes  No

If yes, attach form number(s). \_\_\_\_\_

**ATTACH COPY OF EACH RETURN FILED FOR THE ORGANIZATION'S LAST FISCAL YEAR**

d. For the last fiscal year, did the organization file Internal Revenue Form 990-T (Exempt Organization Business Income Tax Return)? Yes  No

**IF YES ATTACH COPY OF FORM 990-T AND SKIP TO QUESTION 5**

4. Has the organization applied for recognition of exemption from Federal income tax? Yes  No

a. Under which section, subsection, and paragraph of the Internal Revenue Code? \_\_\_\_\_

b. Date of application: \_\_\_\_\_

**ATTACH COPY OF APPLICATION, REQUEST OR STATEMENT AND ATTACHMENTS**

5. Is the organization incorporated? Yes  No   
If yes, answer a through c. If no, answer d through f.

a. Date incorporated: \_\_\_\_\_ b. State/County in which incorporated: \_\_\_\_\_

c. Under which law? Law: \_\_\_\_\_ Article or section: \_\_\_\_\_

**ATTACH COPY OF CURRENT ARTICLES OF INCORPORATION** (Note: If a dissolution provision is not included in the articles, also attach a statement describing how assets would be distributed should the organization dissolve.)

d. Form of organization: \_\_\_\_\_ e. Date formed: \_\_\_\_\_

f. Has the organization applied for incorporation? Yes  No   
If no, skip to question 6. If yes:

(1) State/County in which application has been filed: \_\_\_\_\_

(2) Under which Law? Law: \_\_\_\_\_ Article or section: \_\_\_\_\_

(3) Date application filed: \_\_\_\_\_

**ATTACH COPY OF APPLICATION AND CONSENTS REQUIRED WITH APPLICATION**

**ATTACH COPY OF CURRENT ARTICLES OF ORGANIZATION** (Note: If a dissolution provision is not included in the articles, also attach a statement describing how assets would be distributed should the organization dissolve.)

6. Is the organization under the supervision of any public regulatory body?if yes, answer a through c. Yes  No

a. Which one(s)? Give name and address: \_\_\_\_\_  
\_\_\_\_\_

b. Does the organization have an operating certificate, permit, charter, or similar authorization issued by a public regulatory body? Yes  No

**IF YES, ATTACH COPY OF AUTHORIZATION**

c. Does the organization solicit contributions from the public? Yes  No   
If yes and the organization is registered with the Attorney General's Charities Bureau, give the organization's registration number

**VERIFICATION**

State of New York

ss:

County of \_\_\_\_\_

\_\_\_\_\_, being duly sworn, says that \_\_\_he is the \_\_\_\_\_  
of the applicant organization, that the statements contained in the application (including the attached sheets consisting of \_\_\_ pages)  
are true and correct and complete, and that \_\_\_he makes this application for real property tax exemption as provided by law.

Subscribed and sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of owner or authorized representative

\_\_\_\_\_  
Commissioner of Deeds or Notary Public

Affix Stamp here

## GENERAL INFORMATION AND FILING REQUIREMENTS

**Filing Deadline:** MAY BE FILED NOW, UP TO BUT NO LATER THAN MARCH 1<sup>st</sup>, 2023.

<b><u>Applications Accepted:</u></b>	<b><u>In Person:</u></b> Monday through Friday 9:00 AM to 4:30 PM	<b><u>Mail: Must be POSTMARKED no later than March 1<sup>st</sup></u></b> Assessor's Office/Nonprofit One Independence Hill Farmingville, NY 11738
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**\*\*\*\*NOTARY SERVICES ARE AVAILABLE AT THE TOWN\*\*\*\***

### Tax exemption for Nonprofit Organizations under section 420-a of the Real Property Tax Law

**Filing requirements:** Real property owned by a corporation or association organized or conducted exclusively for religious, charitable, hospital, educational, or moral or mental improvement of men, women, or children, or for two or more such purposes, and used exclusively for carrying out thereupon one or more such purposes, is exempt from taxation.

**First time filing application:** For the property to be granted tax exempt status on the tentative assessment roll, the Assessor must be satisfied that the statutory standards are met. This can be most readily accomplished through each submission of the State Board's forms:

1. Form RP-420-A-Org or Form RP-420-b-Org (I-Organization purpose)
2. Form RP-420-A/B-Use (II-Property Use) should be filed for each separate property
3. Form RP-420-A/B-Org Schedule A

**Submit photocopies of:**

1. Copy of Recorded Deed if purchased within the last 6 months.
2. Copy of Federal/State Income tax return/financial statements for the last 3 years if filed.
3. Copy of 501 (c) 3.
4. Copy of Certificate of Incorporation.
5. Copy of By-laws.
6. List of Board of Trustees, titles, & contact information.
7. Hand out of services or bulletins of place or worship. Literature of services rendered/operations/goals/objectives of the organization and website information.
8. Copy of education transcripts, ordination papers, or diploma from religious institution where education received for the head officiant of religious organization.

If you need more space for any item in the application, attach additional sheets and indicate the question(s) to which you're responding to. Please write your name and employer identification number on all attachments. The Assessor may request information in addition to the information contained in the application.

**Filing application:** Please answer **ALL** questions on each application, sign, & notarize where indicated. Provide the latest contact information, phone number, cell number, email address, and mailing address. Application for exemption from city, town or village taxes should be filed with the city, town, or village Assessor. Application for exemption from county or school district taxes should be filed with the city or town Assessor who prepares the assessment roll used in the levying of county or school taxes.

**Mandatory Renewing:** The Non-Profit Renewal (RP-420A/B-RNW-I & RP420A/B-RNW-II for each parcel) Exemption must be renewed each year by March 1<sup>st</sup>. Approved exemptions will automatically receive a renewal application for the following year. Please call our office if you do not receive your renewal by January 1<sup>st</sup>.  
**Do not file with the State Board of Real Property Tax Services.**

**Approval:** If this exemption is approved, the savings will be applied to the **December 2023 tax bill**.

**Denial:** Notice of Denials will be mailed to applicants by May 1<sup>st</sup>.

**For information or questions:** Assessor's office Reception (631) 451-6300.