

ORGANIZATIONAL INFORMATION FORM

**TO CONSIDER ANY NEW OR RENEWAL APPLICATION FOR EXEMPTION,
ALL QUESTIONS ON THE FORM MUST BE ANSWERED**

To ensure your exemption request is complete, copies of the following original documents are required with every new submission:

- Organizational Exemption Application.
- Organizational Exemption Application & Exemption Deadline Waiver form, if filed on or after March 1 until September 1 of the current tax year.
- Internal Revenue Service 501 C Tax Letter of Determination or IRS issued EIN number.
- Letter of specific property use and occupancy on organization's letterhead detailing all activities conducted on-site.
- Personal Property Account Number needed & form DOR 82520 (when applying for a NEW personal property exemption). Information on personal property can be obtained from Business Personal Property at 602-506-3386.

*"Which section of A.R.S. Title 42, Chapter 11, Article 3 does your organization claim exemption under?"
(The statute selected should demonstrate what the organization is and does specifically at that location)*

For Arizona Revised Statutes, please visit azleg.gov.

For Organizational Exemption forms, please visit our website at mccassessor.maricopa.gov.

If you have any questions, please contact Organizational Exemptions at 602-506-3406

Save the Dates!

Applications for Exemption are accepted between the 1st Monday in January to February 28.

The Redemption of Waiver window is on or after March 1 to September 1.

Applications will NOT be accepted on or after September 2.

Organizational Exemptions will verify all incoming applications, including but not limited to the IRS-issued EIN number, 501c3 status, AZ Corporation Commission standing, licensing, and the use of the property per a letter of use and/or field inspection for eligibility under Arizona Revised Statute Title 42, Chapter 11, Article 3 & Article 4 (A.R.S. § 42-11101 thru A.R.S. § 42-11155). Federal, state and city supported internet sites, as well as the application and supporting documentation, will be used in researching and processing all applications.

"At the assessor's discretion, the assessor may require additional proof of the facts stated by the person before allowing an exemption" (A.R.S. § 42-11152).