



Eddie Cook  
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## ORGANIZATION INFORMATION FORM

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

COPIES OF THE FOLLOWING ORIGINAL DOCUMENTS MUST BE SUBMITTED WITH ANY NEW CLAIM:

- Notarized Claim for Property Tax Exemption form.
- Notarized Claim for Property Tax Exemption form & Redemption of Waiver form if filed after March 1<sup>st</sup> until September 30<sup>th</sup> of the current tax year.
- Internal Revenue Service 501 C Tax Letter of Determination or IRS issued EIN number.
- Letter of specific property use 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.

### **DON'T FORGET TO SPECIFY ON YOUR NEW OR RENEWAL CLAIM:**

"Under which section of ARS Title 42, Chapter 11, Article 3 does your organization claim exemption? \_\_\_\_\_"

*(The statute selected should demonstrate what the organization is and does specifically at that location)*

For Arizona Revised Statutes please visit <http://www.azleg.state.az.us/arizonarevisedstatutes.asp>.

For Organizational Exemption forms please visit our website at <http://mcassessor.maricopa.gov>.

### **Contact Organizational Exemptions at 602-372-6255**

Save the Dates!

Claims for Exemption are accepted between the 1<sup>st</sup> Monday in January to March 1<sup>st</sup>.

The Redemption of Waiver window is between March 2<sup>nd</sup> to September 30<sup>th</sup>.

No claims will be accepted after October 1<sup>st</sup>.

*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 new and renewal 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). "