

4. Please list Sources Of Income (if multiple sources, list percentage for each)

5. Salary Structure (full time employees)

6. Clients Served

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7. Type of Expenditures

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

[illegible]

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
Business Personal Property Division
700 E. Pratt Street, 2nd Floor
Baltimore MD 21202

INSTRUCTIONS FOR CHARITABLE/EDUCATIONAL APPLICATION

Method of Delivery

The preferred method of delivery is via e-mail. Please submit application to sdatt.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
700 E. Pratt Street, 2nd Floor
Baltimore MD 21202

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 sdatt.ppaudit@maryland.gov or call 410-767-1170.