

For Office Use Only

Name of organization \_\_\_\_\_ Assessment year \_\_\_\_\_

Assessor's signature \_\_\_\_\_ Date \_\_\_\_\_

Approved

Denied

**PTE-PC**

# Institution of Purely Public Charity Application for Property Tax Exemption

Please read the instructions before you complete this form. If you are not applying for exemption as an institution of purely public charity, fill out Form PTE, *Application for Property Tax Exemption*.

## To be completed by all applicants

Owner/Property Information

Name of Organization \_\_\_\_\_ Date Property Acquired by Organization \_\_\_\_\_

Representative or Owner Name \_\_\_\_\_ Title \_\_\_\_\_ Date of Application \_\_\_\_\_

Mailing Address of Organization \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Are you claiming exemption as an institution of purely public charity?  Yes  No

If no, file Form PTE, *Application for Property Tax Exemption*.

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

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

Property Information

Property Address of Property for Which Exemption is Sought \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Legal Description of Property (attach additional sheets if necessary) \_\_\_\_\_ Parcel ID Number \_\_\_\_\_

Property Uses

Principal Use of the Property \_\_\_\_\_

Additional Uses of the Property (give percentage of use): \_\_\_\_\_

Are these uses directly related to the mission of the organization?  Yes  No

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

Charitable Organization Information

Is the purpose to be helpful to others without expectation of material reward?  Yes  No

List donations, gifts, or government grants 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. \_\_\_\_\_

*Continued*

**Institution of Purely Public Charity**  
**Application for Property Tax Exemption (Continued)**

**PTE-PCp2**

**Charitable Organization  
Information, Cont.**

Do you provide your goods or services for reduced or no cost?

Yes  No

If yes, provide an example:

If any of the recipients pay market value for your services, explain:

Are any of the organization's profits (including donations, gifts, or income) distributed to private interests?

Yes  No

Are the beneficiaries of the charity restricted to any group of persons?

Yes  No

If yes, explain the reason for restriction:

Upon dissolution, are dividends or assets made available to private interests?

Yes  No

**Sign Here**

**Signature of Owner or Authorized Representative**

*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.*

Signature of Owner

Phone

Date

# Instructions for Form PTE-PC

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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?

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.

## Use of Information

The information on this form is required by Minnesota Statutes, section 272.02 to properly identify you and determine if you qualify for property tax exemption. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

## Penalties

**Making false statements on this application is against the law.** Minnesota Statutes, section 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.