



# Town of Easton

TOWN HALL - ASSESSOR'S OFFICE  
225 CENTER ROAD  
EASTON, CONNECTICUT 06612

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[www.eastonct.gov](http://www.eastonct.gov)

## "Not-for-Profit" / Tax Exempt Organization Tax Exemption Application

RE: Tax Exempt Application (Form M-3)

Dear Applicant:

Organizations seeking Exempt Status pursuant to Connecticut General Statute §12-89, §12-89a must file an application with the Assessor by **November 1<sup>st</sup>**. An organization claiming exemption pursuant to CGS §12-81 (7)(10)(11) or (16) must demonstrate to the satisfaction of the assessor, that they meet the requirements for an exemption. Organizations must demonstrate ownership by an organization that is exemption under CGS §12-81 and, the property to be exempted is used exclusively by the exempt organization for exempt purposes, subject to provision of CGS §12-88. Additionally, no officer, member, or employee at any time shall receive any pecuniary profit from the operation, and upon the dissolution of the organization, its assets must go to another 501C organization.

Your exemption application must be accompanied by the required documentation listed below by **November 1<sup>st</sup>**.

- Copy of the organization's charter, mission statement and by-laws for property disposition upon dissolution
- Copy of 501(c) or 501(d) designation from Internal Revenue Service
- State of Connecticut Corporation Certificate of Good Standing from Connecticut Secretary of State
- Connecticut Sales Tax Certificate
- Federal Form 990 – Return of organization exempt from income tax
- Federal Form 990T- Report of unrelated miscellaneous income
- Recent Income & Expense Statement and /or financial statement
- Statement of Assets and Liabilities
- Copy of the "Conflict of Interest Policy" of the organization for the Board of Directors, corporate officers and employees
- Rental/lease data for any real or personal property leased or rented (if applicable)
- Any other information your organization would like the Assessor to consider concerning your Exempt Status
- Other information as may be required by the Assessor

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Correct, accurate completion and timely submittal is the responsibility of the organization or entity seeking Exempt Status. Failure to timely file correct, accurate and complete application will result in the liability to obtain or renew Exempt Status. The application/s must list, or become accompanied by a listing of all real and personal property for which Exempt Status is sought. The use of your organization's real and personal property must be described.

Separate, additional applications must be filed for any real or personal property acquired between quadrennial filings and for which Exempt Status is sought. Separate, additional applications must also be filed for any real or personal property previously taxable, but for which Exempt Status is sought.

Application forms can be obtained at the Assessor's Office or the Assessor's page on the Town Website at [www.eastonct.gov](http://www.eastonct.gov). If you have any questions please call the Assessor's Office at 203-268-6291.

Sincerely,

Rachel Maciulewski, CCMA I  
Assessor