

**ASSESSORS' OFFICE  
TOWN OF SKOWHEGAN  
225 WATER STREET  
SKOWHEGAN, MAINE 04976  
TELEPHONE (207) 474-6903**

APPLICATION FOR EXEMPTION FROM TAXATION AS PROPERTY OF INSTITUTION AND ORGANIZATION (TITLE 36 SECTION 652 1). THE DEADLINE FOR SUBMITTING THIS APPLICATION IS APRIL 1ST OF THE FIRST YEAR FOR WHICH EXEMPTION IS SOUGHT.

1. NAME AND ADDRESS OF ORGANIZATION:

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2. NAME OF INDIVIDUAL TO WHOM QUESTIONS SHOULD BE ADDRESSED:

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3. PLEASE INDICATE WHETHER THIS EXEMPTION IS SOUGHT BY A BENEVOLENT AND CHARITABLE INSTITUTION OR A LITERARY AND SCIENTIFIC ORGANIZATION:

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4. PLEASE DESCRIBE IN DETAIL THE ACTIVITIES OF YOUR ORGANIZATION THAT IN YOUR OPINION ESTABLISH IT AS EITHER A CHARITABLE AND BENEVOLENT ORGANIZATION OR A LITERARY AND SCIENTIFIC ORGANIZATION THAT SHOULD BE EXEMPT FROM TAXATION.

5. SUBMIT WITH THIS APPLICATION THE FOLLOWING:

- A. FINANCIAL REPORT FOR YOUR MOST RECENT FISCAL YEAR THAT INDICATES ALL SOURCES OF REVENUE, WHAT MONEY HAS BEEN EXPENDED ON, AND A LISTING AS ASSETS AND LIABILITIES OR WHAT WOULD COMMONLY BE REFERRED TO AS AN INCOME STATEMENT AND BALANCE SHEET.
- B. COPIES OF BY-LAWS AND ORGANIZATIONAL CHARTERS.
- C. A SUMMARY OF WAGES AND COMPENSATION PAID TO DIRECTORS, TRUSTEES, OFFICERS, AND THE 10 HIGHEST PAID EMPLOYEES OF THE ORGANIZATION.

6. PLEASE SUBMIT A STATEMENT OF WHAT THE PURPOSES AND MISSION OF THE ORGANIZATION ARE AND HOW YOUR EXISTING OR PROPOSED ACTIVITIES IN SKOWHEGAN WILL CONTRIBUTE TO SAME. WHAT ARE THE SPECIFIC ACTIVITIES

CARRIED OUT OR EXPECTED TO BE CARRIED OUT ON EACH OF YOUR PROPERTIES IN SKOWHEGAN THAT YOU ARE SEEKING EXEMPTION?

7. WILL YOUR PROPERTY IN SKOWHEGAN BE USED EXCLUSIVELY BY YOUR ORGANIZATION? IF NOT WHAT OTHER USES OF THE PROPERTY ARE CURRENTLY ALLOWED OR PROPOSED?

8. PLEASE DESCRIBE HOW THE ORGANIZATION BY-LAWS AND CHARTER PROVIDE THAT NO DIRECTOR, TRUSTEE, OFFICER OR EMPLOYEE CANNOT RECEIVE DIRECTLY OR INDIRECTLY ANY PECUNIARY PROFIT FROM THE OPERATION OF THE ORGANIZATION, EXCEPTING REASONABLE COMPENSATION FOR SERVICES IN EFFECTING THE ORGANIZATIONAL PURPOSES OR AS A PROPER BENEFICIARY OF ITS PURPOSES.

9. PLEASE DESCRIBE HOW THE ORGANIZATION BY-LAWS AND CHARTER PROVIDE THAT ALL PROFITS DERIVED FROM THE OPERATION OF THE ORGANIZATION AND PROCEEDS FROM THE SALE OF ITS PROPERTY ARE DEVOTED EXCLUSIVELY TO THE PURPOSES FOR WHICH IT IS ORGANIZED.

10. PLEASE PROVIDE DOCUMENTATION THAT YOUR ORGANIZATION IS EXEMPT FROM STATE SALES AND INCOME TAXATION.

11. PLEASE PROVIDE DOCUMENTATION THAT YOUR ORGANIZATION IS EXEMPT FROM FEDERAL INCOME TAXATION.

12. IN THE CASE OF A CHARITABLE AND BENEVOLENT ORGANIZATION, PLEASE REFERENCE THE APPROPRIATE SECTIONS OF YOUR CHARTER OR BY-LAWS THAT PROVIDE THAT YOU ARE ORGANIZED AND CONDUCTED EXCLUSIVELY FOR CHARITABLE AND BENEVOLENT PURPOSES.

13. IS THE ORGANIZATION ORGANIZED AS A 501 (C) 3 CORPORATION? IF SO, PLEASE PROVIDE DOCUMENTATION.

**SIGNATURE AND CERTIFICATION**

14. THIS APPLICATION HAS BEEN COMPLETED BY \_\_\_\_\_

MY POSITION WITH THE ORGANIZATION IS \_\_\_\_\_

I CERTIFY THAT THE INFORMATION SUBMITTED ON THIS APPLICATION AND THE ASSOCIATED SUBMISSIONS IS CURRENT, ACCURATE, AND COMPLETE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Note. Often it is very helpful for the organization to meet with the Board of Assessors and discuss the nature of your organization and its activities. The Board may invite you to a meeting for such a discussion as part of its review of your application.