

APPLICATION FOR EXEMPTION, FR-164

(Check Appropriate Boxes)

- INCOME AND FRANCHISE TAX  
 SALES AND USE TAX (SEMI-PUBLIC INSTITUTION ONLY)  
 PERSONAL PROPERTY TAX (SEMI-PUBLIC INSTITUTION ONLY)

1. Full name of organization \_\_\_\_\_

FEIN#

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2. Complete address (number, city/town and Postal Zip Code of the organization: P.O. Box is not acceptable.) including Website \_\_\_\_\_

3. Federal Exemption Status:

- Exemption recognized Date \_\_\_\_\_ Internal Revenue Code Section \_\_\_\_\_  
 Application filed (if not recognized) Date \_\_\_\_\_ Internal Revenue Code Section \_\_\_\_\_

4. Form of Organization:

- Corporation Date of incorporation \_\_\_\_\_ State \_\_\_\_\_  
 Other-Describe \_\_\_\_\_

5. Purpose of Organization:

- Religious       Library       Other: Explain: \_\_\_\_\_  
 Charitable       Educational  
 Scientific       Hospital

6. Principal Sources of Income:

- Donations       Assessments       Interest       Other: Explain \_\_\_\_\_  
 Grants       Initiation Fees       Dividends  
 Dues       Rents       Business Operations

7. End of Annual Accounting Period: \_\_\_\_\_

8. Date activities began in the District: \_\_\_\_\_

9a. Physical Location(s) of Personal Property in the District: \_\_\_\_\_

9b. Type of Personal Property Owned by Organization: (Also list total cost of property owned and located in the District) \_\_\_\_\_

Person Authorized to Discuss Application for Exemption:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ FAX: \_\_\_\_\_ Email: \_\_\_\_\_

SIGNATURE AND VERIFICATION

Under the penalties provided by law, I declare that I have examined this application, including accompanying statements, and to the best of my knowledge and belief it is true, correct and complete.

Signature of Officer	Title	Date
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10a. Does the organization control or is it controlled by any other organization?	Yes	No	If "Yes", attach an explanation.
b. Is the organization the outgrowth of (or successor to) another organization, or does it have a special relationship with another organization by reason of interlocking directorates or other factors?	Yes	No	If "Yes", attach an explanation.
c. Other than a statutory office, do you maintain regular places of business outside the District?	Yes	No	If "Yes", attach a statement indicating the locations.
d. Does the organization report any unrelated business income on Form 990T to the IRS?	Yes	No	If "Yes", attach an explanation of the nature of the organization's unrelated business activities or provide a copy of the latest filed Form 990T.
e. Does the organization file a Form 1120POL U.S. Income Tax Return for Certain Political Organizations with the IRS?	Yes	No	If "Yes", attach an explanation of the nature of the organization's political activities and provide a copy of the latest filed Form 1120POL.
f. Did the organization establish a political action committee described in section 527(f) (3) of the Internal Revenue Code?	Yes	No	If "Yes", attach an explanation of the nature of the organization's political activities and provide a copy of the latest filed Form 1120POL.
g. Does the organization sell any tangible personal property or provide personal services to persons or organizations located within the District?	Yes	No	If "Yes", attach an explanation of the nature of the organization's activities.
h. Did the organization purchase any tangible personal property outside the District for use in the District?	Yes	No	If "Yes", did the organization file an appropriate sales & use tax return with the District? If no please attach an explanation.

## General Information

This application is for use by organizations who wish to apply for an exemption from the District of Columbia Income and Franchise Tax, Sales and Use Tax and Personal Property Tax. All questions on the application must be answered completely. Mail the completed application, with the various documents requested in the specific instructions, to the Office of Tax and Revenue, P.O. Box 556, Washington, DC 20044-0556, Attn: Exempt Organizations.

If you have questions, please call (202) 442-6586 between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday.

Applicants for Income and Franchise Tax Exemption under Sec. 47-1802.1 of the DC Code:

Most organizations recognized by the Internal Revenue Service will qualify for exemption under the District of Columbia Income and Franchise Tax Act. The effective date for all income and franchise tax exemptions generally will be the receipt date of the application for exemption Form FR-164 by the Office of Tax and Revenue.

Applicants for Sales and Use Tax Exemption under Sec. 47-2005 of the DC Code:

Under the District of Columbia Sales and Use Tax Act sales made to any organization which qualifies as a "semipublic institution" are exempt from the tax. A "semipublic" institution is defined under Sec. 47-2001(r) of the Act as "any corporation, and any community chest, fund, or foundation, organized exclusively for religious, scientific, charitable, or educational purposes, including hospitals, no part of the net earnings of which inures to the benefit of any private shareholder or individual." This exemption is limited to those organizations, which have been recognized as tax exempt under Section 501(c)(3) of the Internal Revenue Code of 1986 (or comparable sections under prior codes).

SEMIPUBLIC INSTITUTIONS ARE RECOGNIZED AS TAX EXEMPT IF PHYSICALLY LOCATED IN THE DISTRICT.

The exemption applies only to those transactions, which occur on or after the date of the issuance of a Certificate of Exemption by the Office of Tax and Revenue.

Personal Property Tax Exemption under Sec. 47-1508 of the DC Code:

Organizations requesting an exemption from DC Personal Property Tax must own the personal property for which the request is being made, and qualify under Title 47, Section 1508 of the DC Code. Organizations that may qualify for exemption are any corporation, and community chest, fund or foundation, organized exclusively for religious, scientific, charitable, or educational purposes, including hospitals, no part of the net earnings of which inure to the benefit of any private shareholder or individual. The effective date for personal property tax exemptions will be the July 1 following the date of the initial application request.

## Specific Instructions

FILE THE FOLLOWING DOCUMENTS WITH THIS APPLICATION: (If not currently available, state when they will be furnished).

- a. A copy of the latest determination or ruling letter you have received from the Internal Revenue Service, which either approves or denies your organization an exemption from Federal income tax.
- b. If incorporated in DC, a copy of your Certificate of Incorporation issued by the DC Department of Consumer and Regulatory Affairs, Corporate Division, or if not incorporated, a copy of your constitution, articles of association, declaration of trust, or other documents whereby you were created setting forth your aims and purposes, a copy of all amendments thereto, and any changes presently proposed.
- c. If not incorporated in DC a photocopy of a Certificate of Authority issued by the DC Department of Consumer and Regulatory Affairs, Corporate Division, must be submitted to the Office of Tax and Revenue with the Application for Exemption.
- d. If your organization has ever been recognized as tax exempt by the District, based on a previous application, please provide a copy of your DC letter of exemption or certificate of exemption.
- e. A copy of a lease, District of Columbia Occupancy Permit issued to organization or other documentation should accompany a request by a semi-public institution (501(c)(3) organization) for sales tax exemption to satisfy the physical location requirement. f. An organization should file Form FR-500 Combined Business Tax Registration Application with Form FR-164 Application for Exemption if not previously registered with the Office of Tax and Revenue.
- f. An organization should file Form FR-500 Combined Business Tax Registration Application with Form FR-164 Application for Exemption if not previously registered with the Office of Tax and Revenue.

DC CODE § 47-1508  
DISTRICT OF COLUMBIA OFFICIAL CODE 2001 EDITION  
DIVISION VIII. GENERAL LAWS.  
TITLE 47. TAXATION, LICENSING, PERMITS, ASSESSMENTS, AND FEES.  
CHAPTER 20. GROSS SALES TAX.

Current through October 2, 2001

§ 47-2005. Exemptions.

Gross receipts from the following sales shall be exempt from the tax imposed by this chapter:

- (1) Sales to the United States or the District or any instrumentality thereof except sales to national banks and federal savings and loan associations;
- (2) Sales to a state or any of its political subdivisions if such state grants a similar exemption to the District. As used in this paragraph, the term "state" means the several states, territories, and possessions of the United States;
- (3) Sales to semipublic institutions; provided, however, that such sales shall not be exempt unless:
  - (A) Such institution shall have first obtained a certificate from the Mayor stating that such institution is entitled to such exemption;
  - (B) The vendor keeps a record of the sale, the name of the purchaser, the date of each separate sale, and the number of such certificate;
  - (C) Such institution is located within the District; and
  - (D) The property or services purchased are for use or consumption, or both, in maintaining, operating, and conducting the institution for the purpose for which it was organized or for honoring the institution or its members;

DISTRICT OF COLUMBIA MUNICIPAL REGULATIONS

417.12. The location requirement of § 128(c) of the Act is not satisfied by a mere statutory office of a registered agent, but refers to a physical location where the activities of the organization are regularly carried on.

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of the Chief Financial Officer  
Office of Tax and Revenue



**OTR TAX NOTICE 2007-2**

**November 29, 2007**

**GUIDANCE ON APPLICATION FOR EXEMPTION FROM DISTRICT OF  
COLUMBIA FRANCHISE, SALES AND USE, AND PERSONAL PROPERTY  
TAXES**

Nonprofit organizations intending to conduct activities in the District of Columbia that may subject them to liability for franchise, sales and use, or personal property taxes are advised to submit an application for exemption from these taxes no later than the time that those activities commence.<sup>1</sup>

An Application Is Required to Obtain an Exemption

Under District law, a determination of exempt status by the Internal Revenue Service (“IRS”) does not by itself confer exemption from these taxes. Applicable exemptions from District of Columbia taxes must be secured from the Office of Tax and Revenue (“OTR”). The statutes governing each of these taxes provide that an organization cannot claim the available exemptions from these taxes unless the organization first obtains a letter (in the case of the franchise and personal property taxes) or a certificate (in the case of the sales and use taxes) from OTR stating that it is entitled to an exemption. D.C. Code secs. 47-1508 (personal property tax); 47-1802.01 (franchise taxes); 47-2005(3) (sales and use taxes). It should be noted that the tax exemptions conferred by these statutes generally apply only with respect to activities in furtherance of an organization’s exempt purposes, and no exemption is provided with respect to business activities that are not related to an organization’s exempt purposes. Such unrelated business activities remain subject to tax.

Application Procedures

In order to apply for exemption from these taxes, an organization must submit Form FR-164 to OTR. Filing instructions are provided with the form, which is available through OTR’s Taxpayer Service Center. If an application is hand-delivered to an OTR unit authorized to receive the filing, it is considered filed on the date shown by the OTR date

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<sup>1</sup> This notice does not address the process of securing exemption from real property or other District taxes.

stamp placed on the filing. If a properly addressed application is delivered to OTR by mail or private delivery service, it is considered filed on the postmark date shown on the envelope or wrapper. If a properly addressed application is received by OTR via facsimile, it is considered filed on the date that the facsimile is received by OTR.

Because an exemption cannot take effect prior to the filing of the application, and because OTR encourages prompt filing of the application, OTR will accept applications submitted before a determination of exempt status is made by the IRS. Consequently, the Form FR-164 may be filed immediately after the Department of Consumer and Regulatory Affairs issues a certificate of incorporation with respect to a domestic corporation. OTR's practice in these cases is to hold the application pending submission of the IRS determination letter and to process it once all required information is received. While an application is pending, OTR may periodically verify that the applicant is continuing to seek an IRS determination of its exempt status.

#### Effective Date of Exemption

For franchise tax purposes, the exemption, if granted, is generally effective from the date Form FR-164 is filed. The exemption may take effect at a later date if OTR determines that the organization did not qualify for the exemption during a portion of the period following the filing of the Form FR-164, as generally would be the case if the IRS limits the retroactive effect of its own determination of an organization's exempt status.

The sales and use tax exemption, if granted, becomes effective when the exemption certificate is issued.

The personal property tax exemption, if granted, becomes effective on the July 1 following the date of the filing of Form FR-164.

#### Procedure for Organizations That Do Not Promptly File an Application

OTR encourages any organization that has commenced activities in the District, or that has become liable for franchise, sales and use, or personal property tax prior to filing an application for exemption, to promptly file Form FR-164 so as to help forestall the accumulation of additional tax liability. OTR has instituted a Voluntary Disclosure Program under which noncompliant taxpayers are permitted to pay certain tax liabilities and interest without imposition of civil penalties. An organization that has delayed filing an application for exemption, but that has not been contacted by OTR or its representatives, should consider entering this program to clear outstanding liabilities.



# District of Columbia Government

## Corporations Division

PO Box 92300  
Washington DC 20090

### Application for Certificate of Authority for Foreign Non-Profit Corporation

Use this form to register foreign nonprofit corporation.

ENTITY TYPE	FILING FEE
Foreign Non-Profit Corporation	\$70, payable to D.C. Treasury

**Pursuant to the provisions of Non-Profit Corporation Act (D.C. Code, Title 29 Chapter 3), the undersigned corporation hereby Applies for a Certificate of Authority to transact business in the District of Columbia, and for that purpose submits the following statement:**

1. Entity Name:		
2. Incorporated under the laws of which state or country:	3. Date of Incorporation	
4. Term of Existence:	5. Date commenced or will commence transacting business in the District of Columbia:  <b>Note: If previously commenced business prior to registration, the Corporation must complete two year report and pay applicable fees.</b>	
6. Address of the company in the state of incorporation:  <b>Note: If principal address is outside state of incorporation, provide Registered agent address in the state of incorporation.</b>	7. Name of Registered Agent and address of registered office in District of Columbia:  <b>Note: Attach form RA-1 for registered agent consent to this application.</b>	
8. Briefly describe the proposed activity corporation will transact in the District of Columbia: (attach sheet if needed)  <b>Note: Provide specific purpose (s) of corporate business. General purposes will not be acceptable.</b>		
9. List all corporation directors and officers (attach list if needed):		
TITLE	NAME	ADDRESS
10. Attach to this application Certified Copy of Articles of Incorporation and All Amendments (if any), from the State/Country of Incorporation. Certified Copy of Articles and Amendments should bear the date within the last six month.  <b>Note: Articles of incorporation and amendments that have state certification date beyond last six months will not be accepted for the purpose of this application. Good standing certificates or certificates of status or existence are not sufficient.</b> <b>Note: If the articles of incorporation or the charter documents are not in the English language they must be translated into English by someone duly certified by a government agency to translate foreign languages.</b>		
11. Select corporate officer executing this form: <input type="checkbox"/> President <input type="checkbox"/> Vice-President	12. Signature:	
13. Select corporate officer executing this form: <input type="checkbox"/> Secretary <input type="checkbox"/> Assistant Secretary	14. Signature:	

**If you sign this application, you agree that you understand that anyone who makes a false statement anywhere on it can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405.**

Mail all forms and required payment to:  
Department of Consumer and Regulatory Affairs  
Corporations Division  
PO Box 92300  
Washington, DC 20090  
Phone: (202) 442-4432

For overnight delivery send to:  
Corporate Bank of America  
Attention: DC Government  
Wholesale Lockbox #92300  
Mail Code MD4-301-18-04  
225 North Calvert Street – 18<sup>th</sup> floor  
Baltimore, Maryland 21202

Please check [dcra.dc.gov](http://dcra.dc.gov) to view organizations required to register, to search business names, to get step-by-step guidelines to register an organization, to search registered organizations, and to download forms and documents. Just click on "Corporate Registrations."



District of Columbia Government
Corporations Division
PO Box 92300
Washington DC 20090

RA-1. Registered Agent Written Consent

Use this form to appoint a Registered Agent for an entity. Choose Option A or B, but not both. There is no filing fee for this form. Under DC Official Code (DCOC) Titles 29 and 41, a Registered Agent (RA) must be:

- A bona fide resident of the District of Columbia (District), or
A for-profit corporation, authorized by articles of incorporation or certificate of authority to act as agent.

Limited Liability Corporations (LLCs) and Limited Liability Partnerships (LLPs) may not act as RAs. Entities may not act as their own RAs.

A. By a District Of Columbia resident: I, a bona fide District resident, consent to act as a RA for the entity below.

Form section A: Name of Resident, Address of Resident, Entity Name, Signature

B. By a legally authorized corporation: The authorized corporate Registered Agent in the District, by the signatures of its President/Vice-President and Secretary/Assistant Secretary, agrees to act as RA for the entity below.

Form section B: Name of Corporation, Address, Entity Name, President or Vice-President, Secretary of Assistant Secretary, Signatures

If you sign this form, you agree that you understand that anyone who makes a false statement anywhere on it can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405.

Mail all forms and required payment to: Department of Consumer and Regulatory Affairs... For overnight delivery send to: Corporate Bank of America... Attention: DC Government...

Please check dcra.dc.gov to view organizations required to register, to search business names, to get step-by-step guidelines to register an organization, to search registered organizations, and to download forms and documents. Just click on "Corporate Registrations."