



The More You Know

Government of the District of Columbia
Office of the Chief Financial Officer
1101 4th ST SW, Washington, DC 20024

Office of Tax and Revenue
Audit Division



Exemptions

Exemption Process

James LeSane

Supervisory Tax Auditor,
Office of Tax and Revenue (OTR)



Exemptions Audit Division

- Most nonprofit organizations that are recognized by the Internal Revenue Service (IRS) will qualify for tax- exempt status with the Office of Tax and Revenue (OTR).
- Exempt and nonprofit organizations must establish and maintain their District tax-exempt status.
- OTR ensures that exempt and nonprofit organizations are registered for taxes and have applied for tax-exempt status by filing form FR-164 and, if required, pay the proper taxes.



Franchise Tax Exemption

- Applicants must complete the FR-164 and attach the following to request an exemption:
 1. IRS determination letter
 2. Dept of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation (if incorporated in DC) or Certificate of Registration
- The effective date will be the effective date of the IRS determination letter.
- An IRS determination letter is not required for religious organizations; applicants must attach the Articles of Incorporation; the effective date will be the date business activities began in DC.



Sales & Use Tax Exemption

- This exemption is limited to those organizations, which have been recognized as tax exempt under Section 501(c)(3).
- **Semipublic institutions are recognized as DC sales tax exempt if physically located in the District.**



Sales & Use Tax Exemption (cont)

- 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.
- The effective date for a sales tax exemption shall be the date the exemption is approved by the Office of Tax and Revenue.



Sales & Use Tax Exemption (cont)

- In addition to the IRS Determination Letter and Certificate of Incorporation, applicants must attach proof of physical location:
 - A copy of current lease **or**
 - Occupancy Permit **or**
 - Proof of rental payments in the form of cancelled checks.



Personal Property Tax Exemption

- Organizations requesting an exemption from DC Personal Property Tax must own the personal property for which the request is being made.
- The effective date for personal property tax exemptions will be the July 1 following the date of the initial application request.
- Applicants must attach the following documents:
 - Articles of Incorporation or Registration issued by DCRA
 - Proof of location (if applying for sales and use tax exemption)



Required Documents Recap

- IRS Determination Letter
- For religious organizations, the Articles of Incorporation
- Certificate of Incorporation or registration issued by DCRA
- Proof of office location (If applying for sales and use tax exemption)



Required Documents Recap



DEPARTMENT OF THE TREASURY

Employer Identification Number:
27-1544126
DLN:
17053057309010
Contact Person:
DEL TRIMBLE ID# 31309
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
December 7, 2009
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC



Articles of Incorporation

ARTICLES OF INCORPORATION

OF

[NAME OF CORPORATION]

The undersigned, a natural person over the age of eighteen years, hereby certifies as follows:

ARTICLE I — NAME

The name of the corporation is [NAME OF ORGANIZATION], (hereinafter referred to as the "Corporation").

ARTICLE II — REGISTERED OFFICE ADDRESS

The principal office of the Corporation is to be located at [ADDRESS]. The name and address in the Corporation's initial agent for service of process is: [ADD NAME AND ADDRESS]

ARTICLE III — PURPOSE

The Corporation is organized exclusively for charitable, religious, educational, and scientific purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. The specific purposes of the Corporation are to [define purposes]

The Corporation shall not be conducted or operated for profit and no part of the net earnings of the Corporation shall inure to the benefit of any individual, nor shall any of the profits or assets



DCRA Certificate of Registration

Initial File #: ***Redacted***

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
CORPORATIONS DIVISION



C E R T I F I C A T E

THIS IS TO CERTIFY that all applicable provisions of the District of Columbia Business Organizations Code have been complied with and accordingly, this **CERTIFICATE OF REGISTRATION** is hereby issued to:

Redacted

Effective Date: 6/1/2016

IN WITNESS WHEREOF I have hereunto set my hand and caused the seal of this office to be affixed as of 6/14/2016 9:52 AM



Muriel Bowser
Mayor

Tracking #: ***Redacted***

Business and Professional Licensing Administration

PATRICIA E. GRAYS
Superintendent of Corporations
Corporations Division



DCRA Certificate of Occupancy


 Government of the District of Columbia
 Department of Consumer and Regulatory Affairs
 1100 4th Street SW
 Washington DC 20024
 (202) 442 - 4400
 dcra.dc.gov



C_oF_O CERTIFICATE OF OCCUPANCY

PERMIT NO. CO1801220
Issued Date: **01/22/2018**

Address: 1509 A ST SE		Zone: RF-1	Ward: 6	Square: 1072	Suffix:	Lot: 0029
Description of Occupancy: TWO FAMILY FLAT						
Permission Is Hereby Granted To: 1509 A STREET SE LLC	Trading As: NA	Floor(s) Occupied Basement, 1st & 2nd floors	Occupant Load: 2 No. of Seats			
Property Owner: 1509 A STREET SE LLC	Address: 1509 A STREET SE WASHINGTON, DC 20003	BZA/PUD Number:	Occupied Sq. Footage: 2244 PERMIT FEE: \$82.50			
Building Permit Number (if applicable)	Type of Application: New Building-Establish Initial Occupancy	Approved Building Code Use Other (Specify): Approved Zoning Code Use Flat, [two-family dwelling] Approved Zoning General Use Residential				
Conditions/ Restrictions: THIS CERTIFICATE MUST ALWAYS BE CONSPICUOUSLY DISPLAYED AT THE ADDRESS MAIN ENTRANCE, EXCEPT PLACES OF RELIGIOUS ASSEMBLY. Use complies w/ DCMR Title 11 (Zoning) and Title 12 (Construction). As a condition precedent to the issuance of this Certificate, the owner agrees to conform with all conditions set forth herein, and to maintain the use authorized hereby in accordance with the approved application and plans on file with the District Government and in accordance with all applicable laws and regulations of the District of Columbia. The District of Columbia has the right to enter upon the property and to inspect all spaces whose use is authorized by this Certificate and to require any changes which may be necessary to ensure compliance with all the applicable regulations of the District of Columbia.						
Director: Melinda Bolling	Permit Clerk: <i>Melinda Bolling</i> Lawrence Obie	Expiration Date:				
1/22/2018 TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICIAL, CALL THE DC INSPECTOR GENERAL AT 1-800-521-1639						






Common Reasons for Denials

1. Failure to attach requested documents
2. Attaching outdated, revoked, or expired certificates
3. Attaching proof of location that differs from address on file
4. Failure to attach name change documents and or update name registration
5. Exempt org submitted a DCRA Business License for a DCRA Certificate of Registration
6. Exempt org submitted an OTR Certificate of Registration for a DCRA Certificate of Registration



Denial Next Steps

1. A denial letter will be sent out for each tax-type that was applied for.
2. The letter will detail the reason for the denial and contact information of the auditor.
3. Applicants must reapply and attach and or correct the reason(s) for the initial denial.



Changes & Updates

- All applications for exemptions (FR-164) are processed via MyTax.DC.gov.
- Paper FR-164 forms are no longer accepted via fax, mail-ins, drop-offs.
- Applicants now have the option to apply for one or all exemptions on the same application.



Contact Us

Tax Exemption Unit

- James Lesane - James.Lesane@dc.gov; 202-442-6623
- Vincent Mbanefo - Vincent.Mbanefo@dc.gov; 202-442-6583
- Priscilla Wicker - Priscilla.Wicker@dc.gov; 202-442-8288
- Jada Hayes- Jada.Hayes@ds.gov; 202-442-6622

E-Services Unit

- 202-759-1946
- e-services.otr@dc.gov



Questions

Q & A