

NORTHUMBERLAND COUNTY APPLICATION FOR EXEMPTION FROM REAL ESTATE TAXATION

Entities seeking a grant of exempt status from taxation in accordance with the general assessment law (72 P.S. 5453.202, as amended) shall submit to the Board of Assessment Revision, prior to the appeal hearing, the following documentation as may be applicable:

- A. Name and address
- B. Date of incorporation
- C. Articles of incorporation
- D. Present officers and board
- E. Purposes of organization
- F. Methods of operation or functions performed
- G. Financial statements for the past 3 years
- H. Profit and loss statement for the past 3 years
- I. Federal/State tax exemption certificate
- J. Federal tax returns for the past 3 years
- K. Act and section under which exemption is claimed
- L. Whether any organization funds were paid to any member, officer or board member and the amount thereof
- M. Real property data: location of all property, whether claimed for exemption or not, with size, township, deed reference, assessed value, description of improvements/buildings, current use(s) of property, and survey of property (if available)
- N. Memorandum of law citing any cases or supporting application (optional)

Necessary information can be forwarded to the following address along with completed application:

**Northumberland County Assessment Bureau
Attn: Tiffany Kaseman, Chief Assessor
3rd Floor, 399 Stadium Drive
Sunbury, PA 17801**

If you have any further questions regarding this process, please contact the Assessment Bureau at (570) 988-4112, Monday through Friday, 9am to 4pm.

IMPORTANT

This appeal is for your status beginning in the next calendar year; any bills for the current year or prior are to be paid. This application will be held until September 1 of the current year when the application process closes. After that date you will be mailed a notification of when you are requested to appear in front of the revision board.
