



Bonner County

Commissioner Cary Kelly
Commissioner Glen Bailey
Commissioner Todd Sudick

COMMISSIONERS'
OFFICE
1500 Highway 2, Ste. 308
Sandpoint, Idaho 83864
(208) 265-1438
Fax: 265-1460

2016 Property Tax Exemption Application

Annually a completed application must be filed *for each parcel* for which you seek an exemption. Please type your answers or write legibly. Return this form as soon as possible to allow sufficient review time.

Applications received after Friday, April 15, 2016 cannot be accepted for a 2016 exemption.

OWNER INFORMATION

1. Date of Application: _____ / _____ / _____
Month Day Year
2. Parcel Number: _____
3. Organization Name: _____
4. Legal Owner of Property: _____
5. Physical Address, City, State, Zip of the Property: _____
6. Date Property was Acquired by Organization: _____ / _____ / _____
Month Day Year
7. Type of Property (please check): _____ Real Property _____ Personal Property
8. For Personal Property Requests: Complete and attach form "Idaho Personal Property Declaration".
Is any of the personal property associated with this parcel leased or not used exclusively for the purposes relating to this request?
9. Under which section(s) of the Idaho Code are you seeking tax exemption?
 - Idaho Code § 63-602B - Religious Corporations Or Societies
 - Idaho Code § 63-602C - Fraternal, Benevolent, Or Charitable Societies
 - Idaho Code § 63-602E - Property Used For School Or Educational Purposes
 - Idaho Code § _____ - _____ - Other _____ (fill in the appropriate code citation)

LIST ON SEPARATE SHEETS OF PAPER

10. Attach a letter explaining the basis for your exemption request under applicable Idaho Code section. For your convenience, the Office of the Bonner County Board of Commissioners is providing you with worksheets for Idaho Code §§ 63-602B, 63-602C, and 63-602E. Please be advised that there may be other Idaho Code sections that could affect your tax exemption request. A complete copy of the Idaho Code is available at the East Bonner County Public Library. You may also access Idaho Code online at the State of Idaho website www.accessidaho.org or Bonner County's website home page www.co.bonner.id.us by clicking on Government Links.
11. **Attach copies of your organization's (1) Articles of Incorporation (2) By-laws & (3) Year-end Financial Statements.**
12. **Please complete the attached worksheets that apply to the type of exemption you are seeking.**
 - Complete Worksheet 63-602B if you are seeking an exemption for religious corporations or societies.
 - Complete Worksheet 63-602C if you are seeking an exemption for a fraternal, benevolent, or charitable society.
 - Complete Worksheet 63-602E if you are seeking an exemption for a school or educational purposes.

PROPERTY VALUES - *OPTIONAL*

The information collected by questions 13 and 14 is for statistical purposes only. Choosing to answer these two questions will **NOT AFFECT OR CHANGE** the eligibility of your organization's property for an exemption.

- 13. What is the insured value of the personal property that is associated with this parcel? \$ _____
- 14. What is the insured value of the improvements (such as buildings or parking lots) located on this parcel? If your organization does not own any real property, you may disregard this question. \$ _____

PLEASE TELL US

- 15. If the applicant is not the legal owner, explain the relationship between the applicant and the legal owner.
- 16. What was the principal activity of the applicant organization on January 1st of this year? Be specific and consider all activities. Please answer this question on a separate sheet of paper.
- 17. What was the principal use of this property on January 1st of this year? Be specific and consider all uses. Please answer this question on a separate sheet of paper.

CONTACT INFORMATION

- 18. Contact Person: _____
- 19. Title: _____
- 20. Entity Mailing Address: _____

- 21. Daytime Telephone Number: (_____) _____ - _____

DID YOU REMEMBER TO

- Complete the entire application?
- Enclose a letter requesting exemption pursuant to the Idaho Code?
- Enclose the completed worksheet for your exemption and, if applicable, an Idaho Personal Property Declaration?
- Enclose a copy of your Year-end Financial Statements?
- Enclose a copy of your Articles of Incorporation and By-laws?

PLEASE RETURN TO

**Office of the Bonner County Commissioners
1500 Highway 2, Suite 308
Sandpoint, Idaho 83864**

Please return this form as soon as possible. *Applications received after Friday, April 15, 2016 cannot be accepted for a 2016 tax exemption.*

FOR YOUR SIGNATURE

I CERTIFY, to the best of my knowledge and belief, the information provided herein is true and correct.

_____ Applicant's Signature Month / Day / Year