



Joseph P. Ganim
Mayor

CITY OF BRIDGEPORT
OFFICE OF THE TAX ASSESSOR

CITY HALL – 45 LYON TERRACE
BRIDGEPORT, CONNECTICUT 06604
PHONE (203) 576-7241
FAX (203) 332-5521

Daniel Kenny, CCMA I, SPA
Deputy Tax Assessor

To Whom It May Concern:

Organizations seeking Exempt Status must file application with the Assessor by November 1st as required by the Connecticut General Statute. It is the obligation of the organization to file this required application together with the necessary documentation; this letter is being provided as a courtesy. The Exempt Status of your organization is in jeopardy and may be revoked. You must file the required application and supporting documentation by November 1st. There will be no further communication. The documentation that the Tax Assessor will review as part of this quadrennial filing includes:

- Tax Exempt Application (Form M-3)
- Copy of By-Laws and Charter, to include Statement of Purpose
- Copy of 501(c) or 501 (d) designation from Internal Revenue Service
- State of Connecticut Corporation Certificate of Good Standing from Connecticut Secretary of State
- 990 Informational Return/990-T Return for taxable income for the current tax year
- Recent Income-Expense Statement and/or financial statement
- Copies of current grants and pending grant applications
- Copy of the “Conflict of Interest Policy” of the organization for the Board of Directors, corporate officers and employees
- Rental/lease data for any real or personal property leased or rented
- Any other information your organization would like the Tax Assessor to consider concerning your Exempt Status
- Other information as may be required by the Tax Assessor

Correct, accurate completion and timely submittal is the responsibility of the organization or entity seeking Exempt Status. Failure to timely file correct, accurate and complete application will result in the inability to obtain or renew Exempt Status. The application/s must list, or become accompanied by a listing of all real and personal property for which Exempt Status is sought. The use of your organization’s real and personal property must be described.

Separate, additional applications must be filed for any real or personal property acquired between quadrennial filings and for which Exempt Status is sought. Separate, additional applications must also be filed for any real or personal property previously taxable, but for which Exempt Status is sought.

Forms necessary for this quadrennial filing can be obtained at the Tax Assessor’s Office or at the City of Bridgeport’s website located at <http://bridgeportct.gov>. If you have any questions, please call the Tax Assessor’s Office.