

State of Oklahoma  
Application for Ad Valorem Tax Exemption  
for Nonprofit Schools and Colleges



Please Print or Type.

**Exemption:** Pursuant to 68 O.S. § 2887(3) and Article 10, § 6 of the Oklahoma Constitution, property of any college or school shall be exempt from ad valorem taxation, provided such property is devoted exclusively and directly to the appropriate objects of such college or school within this state and all property used exclusively for nonprofit schools and colleges.

**Name of School or College:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Person Preparing Application: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

**Identification of Real and Personal Property:**

Owner of Record: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Legal Description: \_\_\_\_\_  
\_\_\_\_\_

Record of Deed: Date \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

**Personal Property:**

Does the organization have personal property for which it is claiming exemption? .....  Yes  No  
If **yes**, please attach a list of the personal property being claimed.

Does the Internal Revenue Service recognize this organization as a tax-exempt school or college?  Yes  No  
If **yes**, attach a copy of letter from the Internal Revenue Service.

Is the organization chartered under the laws of the State of Oklahoma as a nonprofit organization?  Yes  No  
If **yes**, attach a copy of the articles of incorporation and bylaws.

Does the organization register annually with the Oklahoma Secretary of State? .....  Yes  No  
If **yes**, attach a copy of registration.

Is the school or college licensed by the Oklahoma Board of Private Vocational Schools? .....  Yes  No  
If **yes**, please attach a copy of the license.

Is the property used exclusively as a school or college?.....  Yes  No

Is enrollment in the school or college open to the public?.....  Yes  No



**You must provide a written explanation as a response to the following questions. Answers may be attached.**

1. Explain exact usage of the real and or personal property being claimed exempt:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Explain exact usage of all income from the real and personal property being claimed exempt:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please attach a copy of all documents which support this application for exemption.**  
(Example: articles of incorporation, bylaws, resolutions, income-expense statements, deeds, contracts, leases, catalogs, etc.)

**Must provide a copy of IRS Section 501(c)(3) and your filing with the Oklahoma Secretary of State.**

Please provide the name of person who may be contacted if additional information is needed.

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

**Affidavit**

I, \_\_\_\_\_ being duly sworn, upon oath, under penalty of perjury do hereby depose and say that I am (Title) \_\_\_\_\_, of \_\_\_\_\_ organization; that as such I am acquainted with the books, accounts, and affairs of said organization and know the foregoing statements to be true, correct and complete, and that all information requested herein has been fully and correctly given (68 O.S. § 2945 provides penalties for false oaths).

Signature: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires: \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_, Notary Public

Notary Seal

<b>Assessor Use Only</b>	<b>Application for Exemption:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	School District
Assessor/ Deputy: _____	Date: _____	
Account Number: _____		