



**Step 3: Required documentation - All organizations, except governmental organizations, must provide copies of the following documentation when submitting your application.**

- If incorporated, your organization's Articles of Incorporation;
- If unincorporated, your organization's constitution;
- Your organization's by-laws;
- A detailed narrative explaining the purposes, functions, and activities of your organization;
- Brochures or other printed material explaining the purposes, functions, and activities of your organization;
- A copy of the Internal Revenue Service (IRS) letter, regarding federal tax-exempt status, if applicable;  
**Note:** Exemption from federal income taxes under section 501(c)3 does not automatically grant your organization tax exempt status under Illinois law;
- A copy of the most recent full-year audited financial statement showing the breakdown of income and expenses  
**Note:** If you are applying as a religious organization you are not required to provide a financial statement (with the initial application); and
- Any other information that describes the purposes, functions, and activities of your organization.

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**Step 4: Sign below**

Under the penalties of perjury, I state that I have examined this application and all attachments and other information required and to the best of my knowledge, it is true, correct, and complete.

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Signature

Printed name

Date

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**Mail your completed application and any required documentation to:**

**EXEMPTION SECTION MC 3-520  
ILLINOIS DEPARTMENT OF REVENUE  
101 WEST JEFFERSON STREET  
SPRINGFIELD IL 62702**

This form is authorized as outlined under the tax or fee Act imposing the tax or fee for which this form is filed. Disclosure of this information is required. Failure to provide information may result in this form not being processed and may result in a penalty.