



**TOWN OF FAIRFIELD**  
**ASSESSOR'S OFFICE**  
Ross Murray, CCMA II  
*Assessor*

Town Hall  
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Tel: (203) 256-3110  
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## **Tax Exempt Quadrennial Return (M3)**

«TAXPAYER»  
«Care\_Of»  
«STREET»  
«CITY», «STATE» «zip»

**September 10, 2021**

To Whom It May Concern;

The Connecticut General Statutes require that a quadrennial report (M-3) be filed with the Fairfield Assessor's Office every four years, the last being 2017, therefore 2021 is a required filing year.

Connecticut General Statute §12-87 requires exempt organizations to report any additional property acquired since the filing of the initial application or the last previous quadrennial report. Organizations that have been exempt should check the box labeled RENEWAL.

The following documentation is required to be attached to the application:

1. The most recent IRS-501(c) 3 stating your tax exempt status.
2. State of Connecticut Sales Tax Exemption.
3. Charter of your organization or Copy of Bylaws (should contain purpose statement)
4. Audited Financial Statements/Income and Expense Statements.
5. Signed federal and/or state income tax returns, with all schedules attached for most current year.
6. Copy of 2020 or most recent IRS Form 990 with all schedules and attachments.
7. Certificate of need if claiming exemption under 12-81 (16).
8. Copy of your curriculum and any brochures or handouts explaining benefits offered.
9. Description of each source of revenue, e.g. rents, fees, grants, charges, gifts, donation and the like, generated by or for each use of all real and/or personal property.
10. Evidence of compensation in money or in-kind compensation paid to officers, directors and/or employees of the applicant.
11. Evidence that corporation has timely filed its biennial return naming officers & directors with the Secretary of State.
12. Any other documents you feel are necessary for the approval of your application.
13. Copies of funding requests made to public institutions or private parties in the current and prior tax year.

The Assessor or its duly authorized agent reserves the right to request additional information to aid in the determination of this application.

If a Tax Exempt Report is not filed on or before November 1, 2021 an organization may apply to the Assessor for a filing date extension pursuant to Connecticut General Statute §12-87a. When an extension is granted, a late filing fee of thirty-five dollars (\$35.00), payable to the Town of Fairfield must accompany such Tax Exempt Return. No applications will be accepted after December 31, 2021

**Failure to file in a timely manner will result in the removal or denial of tax exempt status.**

Thank you for your cooperation.  
Fairfield Assessor's Office