



Michael Castellon
ST. JOSEPH COUNTY ASSESSOR

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South Bend, Indiana 46601
574-235-9523 Fax 574-235-5554

January 5, 2024

RE: Notification of Not-for-Profit Exemption Audit

Dear Taxpayer and/or Business Owner,

This letter is to inform you that the St. Joseph County Assessor's Office will be conducting an audit of all properties that have been granted the privilege of receiving an exemption status. This audit will help to update our current records to help reflect and verify the status of accounts and their tax information.

Our office requests all entities to please refile their Form 136 applications and attach all updated information regarding the following:

1. Articles of Incorporation or other organization documents
2. By-Laws
3. Balance Sheets
4. Summary of Income and Expenditures (include three years)

**Please note exemptions granted under the religious category will not need to include items 3 and 4 listed above*

We ask that these applications be sent to our office on or before April 1, 2024. This information can be sent via email at exemptions@sjcindiana.com, mailed to the address located at the bottom of this letter, or in-person at our office. Forms are available on the Engage website - <https://engage.xsoftinc.com/stjoseph>.

Please note if our office fails to receive the above-mentioned documentation on or before April 1, 2024, the Property Tax Assessment Board of Appeals (PTABOA) will revoke the properties' exemption status. Those properties will then be placed on the assessment year 2024, pay year 2025 tax roll.

Be prepared for our office to reach out moving forward regarding your properties' audit. If you have any questions or would like to update or verify your contact information, please contact our office at 574-235-9523. Thank you for your help and understanding as we move forward.

Sue Tranberg
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