

Online Nonprofit Property Tax Exemption Renewals

Overview The Department of Revenue offers an online program known as “My DOR” which, among other things, allows churches and nonprofit organizations to submit a property tax renewal declaration online.

Create a My DOR Account “My DOR” uses SecureAccess Washington (SAW) to Log in, so if you do not yet have a “My DOR” account you will need to create one.

- Go to www.dor.wa.gov
- Click **Log in** (yellow box, top right hand corner)
- Under **New User?** – Click **Sign up**
- Enter name and email address - we suggest you use the name and information of your organization when creating this account
- Create a User ID and Password
 - Save this information, you will use it each time you login to “My DOR”
- Check the box under *Accept the Access Agreement*
- Check the *I’m not a robot* box
- Click *Register*
 - You will receive an email from My DOR with an *Activation Code*
- Enter the activation code under *Activate your account*, click *Activate*

To File For Renewal:

- Log in to “My DOR”
 - Scroll to the bottom of the page under “**Other Taxes and Services**”
 - Click the **Nonprofit Property Tax Renewal** link
- Enter your : **Registration number**:
- Enter your: **Access Code**:
- **Click Continue**
- Follow the steps on the next few screens
- The final screen will tell you the renewal was completed successfully, (continue to click continue or submit until you get to this screen)

Your renewal has been digitally signed, no need to print, sign, or mail a copy of the renewal declaration form itself, but be sure to mail any additional documents and/or payment you indicated would be mailed.

Late Fee: A renewal declaration submitted after March 31 is subject to a late filing penalty of \$10 per month, this penalty cannot be waived. As you renew online, the system will calculate the correct late fee and enable you to pay the fee online with your checking account information. Payment via a credit /debit card is not available.

Note: If you have multiple renewals, you will need to return to the main page and work each separately.

**Calculating Your
Late Fee**

If your renewal is completed online or postmarked any time in:	Then your late fee is:
January through March	No Fee
April	\$10.00
May	\$20.00
June	\$30.00
July	\$40.00
August	\$50.00
September	\$60.00
October	\$70.00
November	\$80.00
December (Mail-in Only)	\$90.00

A late fee is assessed for each location. Should you have multiple late renewals, multiply the late fee by the number of locations to calculate your grand total.

Note: *The online renewal option is not available in December. To renew in December, simply print the renewal declaration, calculate the applicable late fee, and mail in the declaration with the late fee.*

Need Help?

Use the help links provided onscreen or Call 1-360-534-1400	Contact your Auditor (displayed onscreen)
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**Request a Paper
Renewal**

If you do not have internet access and would like to complete the renewal process via mail, please call our automated request line at (360) 534-1372 and follow the instructions. Please have your registration number ready when you call.