



City of Chicago
Department of Finance
Water Billing & Customer Service
333 S. State Street, Suite 330
Chicago, Illinois 60604

[DATE]

[CUSTOMER NAME]

[ADDRESS]

[CITY/STATE/ZIP]

RE: [SERVICE ADDRESS]
[ACCOUNT NUMBER]

Notice to File Application for 2013 Water and Sewer Exemption

Dear [CUSTOMER NAME]:

Section 11-12-540 of the Municipal Code of Chicago which pertains to exemptions from water charges was amended by the City Council of Chicago. The details of the exemption, effective January 1, 2013, are available on the City's web site at www.cityofchicago.org. According to our records, the property identified above received an exemption from water and sewer service charges during 2012, and may be eligible for an exemption during 2013.

To determine whether your property is still eligible in 2013 for an exemption from water and sewer service charges under the City's new eligibility criteria, you must respond to this Notice, no later than 45 days from the date of this Notice, and certify that your property is eligible for an exemption.

Enclosed, you will find the 2013 Not for Profit Exemption of Water & Sewer Charges application. If you believe that your property is eligible for an exemption from water and sewer service charges during 2013, please complete this application in its entirety; attach any required supporting documentation; and return the completed application and documentation, no later than 45 days from the date of this Notice, to the City of Chicago, Department of Finance, 333 S. State Street, Suite 330, Chicago, Illinois 60604. You may also fax the completed application to (312) 747-6894 or email to beda@cityofchicago.org.

If you do not file a completed application with the Department of Finance within 45 days of the date of this Notice, or if it is determined that your property is not eligible for the claimed exemption, your next bill will reflect the appropriate water and sewer charges as due and owing.

If you have any questions regarding this Notice, please contact Customer Service at (312) 744-4426 or beda@cityofchicago.org.



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2013 Not-for-Profit Exemption of Water & Sewer Charges Application

In Accordance with Municipal Code Section 11-12-540

Water Account Number: _____ - _____

Name of Organization: _____

Property Address: _____

Phone Number: _____ Email Address: _____

State of Illinois Registration File Number: _____

The above-named property has a water meter to measure usage:

Yes

No

If no, the Department of Water Management will be in contact to conduct an on-site evaluation.

The above-named property has a water conservation plan in effect:

Yes

No

The above-named organization is:

A not-for-profit 501(c) (3) organization (other than a governmental entity).

Please attach a copy of your IRS Form 1023 or Form AG990-IL, or a letter of good standing from the IRS.

A not-for-profit disproportionate share (“DSH”) hospital.

Please attach a copy of the letter issued by the Illinois Department of Healthcare and Family Services confirming that the hospital is eligible to receive payments under DSH programs for the current year.

Please check the appropriate box below if the above-named organization has total net assets or fund balances, less land and building, at the end of the prior tax year or calendar year of (line 20 of the following page):

Less than \$1 million; or

\$1 million or more, but less than \$10 million; or

\$10 million or more, but less than \$250 million; or

\$250 million or more.

Please provide IRS Form 990 for the prior year if you are required to file. Also, complete the Financial Data section of this form on the next page which supports your net assets above.

Please describe the charitable work benefiting the public that the above named organization performs within the City of Chicago.

Financial Data *(This form and Certification by Applicant is required for exemption approval.)*

Customer Name:

Date:

Balance Sheet (for your most recently completed tax year)

| |
|-----------|
| Year End: |
|-----------|

ASSETS

Amount in Dollars

| | | | |
|----|--|----|----|
| 1 | Cash | 1 | \$ |
| 2 | Accounts Receivable, net | 2 | \$ |
| 3 | Inventories | 3 | \$ |
| 4 | Bonds and Notes Receivable | 4 | \$ |
| 5 | Corporate Stocks | 5 | \$ |
| 6 | Loans Receivable | 6 | \$ |
| 7 | Other Investments | 7 | \$ |
| 8 | Depreciable and Depleted Assets | 8 | \$ |
| 9 | Land and Building | 9 | \$ |
| 10 | Other Assets | 10 | \$ |
| 11 | Total Assets (add lines 1 through 10) | 11 | \$ |

LIABILITIES

| | | | |
|----|--|----|----|
| 12 | Accounts Payable | 12 | \$ |
| 13 | Contributions, Gifts and Grants Payable | 13 | \$ |
| 14 | Mortgages and Notes Payable | 14 | \$ |
| 15 | Other Liabilities | 15 | \$ |
| 16 | Total Liabilities (add lines 12 through 15) | 16 | \$ |

NET ASSETS OR FUND BALANCES

| | | | |
|----|---|----|----|
| 17 | Total Net Assets or Fund Balances (line 11 minus line 16) | 17 | \$ |
| 18 | Total Liabilities and Net Assets or Fund Balances | 18 | \$ |

ADJUSTED NET ASSET POSITION FOR EXEMPTION

PURPOSES

| | | | |
|----|---|----|----|
| 19 | Less Land and Building (line 9) | 19 | \$ |
| 20 | Total Net Assets or Fund Balances Less Land & Building Allowance (line 17 minus line 19) | 20 | \$ |

(Complete Certification by Applicant on the back of the form)

Certification by Applicant: I, the undersigned, do hereby certify that I am authorized to submit this application on behalf of the named organization. I certify that all statements made in this application are true and correct. I understand that a false statement of material fact made on this application may violate federal, state and/or local law, and may subject any person making such a statement to a range of civil and criminal penalties, such as incarceration, fines and an award to the City of Chicago of up to three times any damages incurred, plus litigation costs, collection costs and attorney's fees.

Print Name: _____

Title: _____

Signature: _____

Date: _____

| | Approved | Disapproved |
|----------|----------|-------------|
| By: | _____ | _____ |
| Date: | _____ | _____ |
| Reason: | _____ | _____ |
| Group ID | _____ | _____ |

Water Conservation Plan Requirement

Eligibility for the Not-for Profit Exemption requires that you have a Water Conservation Plan on file with the City of Chicago. This requirement is met by filing your plan with the Department of Water Management.

For the purpose of this first application, you need only file the statement below by faxing to: 312-744-3719 or by emailing to waterconservationplan@cityofchicago.org

You are committing to formulate a plan specific and appropriate to your properties.

Development of this plan should include a thoughtful audit of your water systems in any facility owned and/or operated by the applying entity. This will include checking for leaks and looking for conservation opportunities such as low flow fixtures and staff training.

The City of Chicago is working with numerous organizations, including the Interfaith Coalition, to provide work pages, resources, and experts to guide and assist you. There will be a series of trainings for your volunteers.

Your plan should also include any appropriate opportunities to assist members, clients, or neighbors in gaining an understanding of conservation and Green design strategies that will benefit them and serve the larger community by conserving potable water and managing storm water.

I, _____ plan to develop an Action Agenda for water conservation that includes:

1. A self-conducted audit of our premises and staff practices
2. Submitting a list of identified conservation options
3. A schedule for implementation that is realistic, given costs and logistics
4. A commitment to work with the City of Chicago to help teach members and/or clients about the benefits and options for water conservation and storm water management.

Organization: _____

Address: _____

Telephone: _____

Email: _____

Web site: _____

Signature: _____

Title: _____

Date: _____