



A User Guide to Not-for-Profit (NFP) Renewals

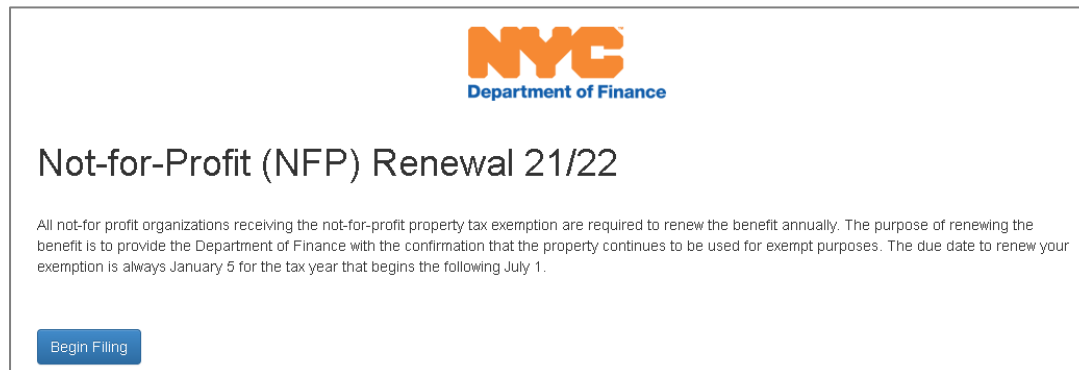
A step-by-step guide to help you complete the renewal form

General information

This user guide is designed to help you complete your online not-for-profit property tax exemption renewal form.

Starting A Filing

The first step is to visit www.nyc.gov/filenfp, where you will see the following screen:



The screenshot shows the NYC Department of Finance logo at the top. Below it, the title "Not-for-Profit (NFP) Renewal 21/22" is displayed. A paragraph of text explains that all not-for-profit organizations receiving the exemption are required to renew annually, with the purpose of providing confirmation of exempt purposes. The due date is January 5 for the tax year beginning July 1. At the bottom left, there is a blue button labeled "Begin Filing".

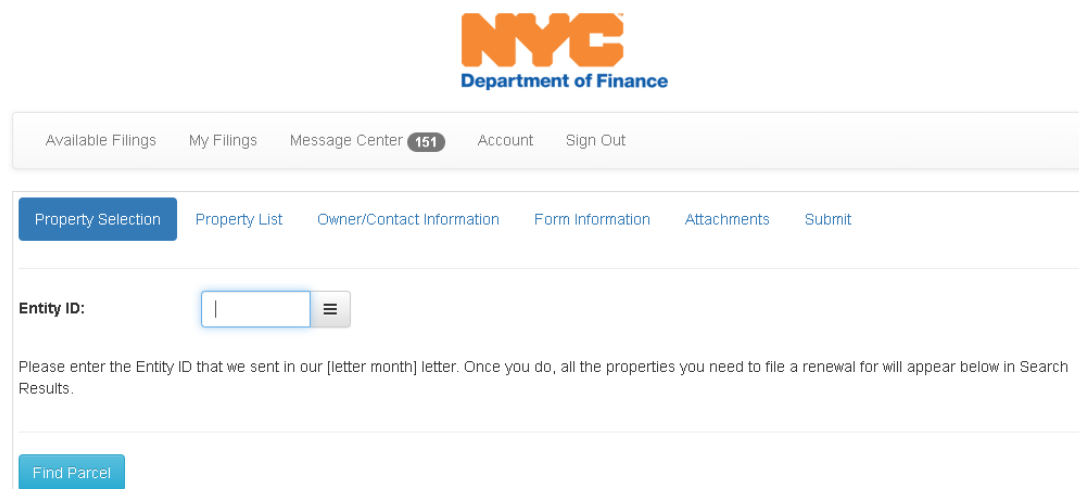
Logging in to the System

Select Begin Filing. You will be prompted to login with your NYC.ID. If you already have a NYC.ID account, log in with your username and password. If you do not have a NYC.ID account, please select "Create Account" and follow the instructions.

Information on how to get the NYC.ID is available [here](#).

ENTITY ID

Your entity ID was provided in the letter we sent to you in November. Enter it in the box indicated to find all the properties you need to file a renewal for, then select "Find Parcel." You can search for your Entity ID by clicking the three lines to the right of the empty field.



The screenshot shows the NYC Department of Finance logo at the top. Below it, a navigation bar contains links: "Available Filings", "My Filings", "Message Center" (with a badge of 151), "Account", and "Sign Out". Below the navigation bar, there is a tabbed interface with tabs: "Property Selection" (active), "Property List", "Owner/Contact Information", "Form Information", "Attachments", and "Submit". Under the "Property Selection" tab, there is a label "Entity ID:" followed by a text input field and a button with three horizontal lines. Below this, a paragraph of text explains that the user should enter the Entity ID from a letter to find properties for renewal. At the bottom left, there is a blue button labeled "Find Parcel".

A successful search will result in a page like the one below.

Search Results

BBL	Entity Name	Form Type	Filing Status
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED

1 2 3 4 5 6 7 8 9 10 ...
1 - 10 of 112 items

Add Selected Parcel(s)

This screen lists each property owned by your not-for-profit that receives a not-for-profit property tax exemption. All properties that receive a full or partial not-for-profit property tax exemption are required to complete a renewal form.

UNDERSTANDING THE SEARCH RESULTS:

Each row in the list shows the borough-block-and-lot number (BBL), Entity Name, Form Type, and Filing Status.

Form Type describes the type of renewal form required for the BBL. There are three (3) different types of renewal forms:

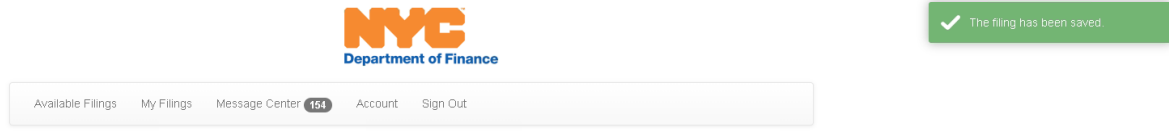
1. General - Organizations such as hospitals, houses of worship, charities, veteran's organizations, or cultural organizations would complete this form.
2. Parsonage - This form is for properties owned by a house of worship to house the officiating clergy.
3. Contemplated Use - Use this form if the not-for-profit owner is renovating or building and the property is not being used.

Status describes the status of the renewal form, as Filed or Not Filed.

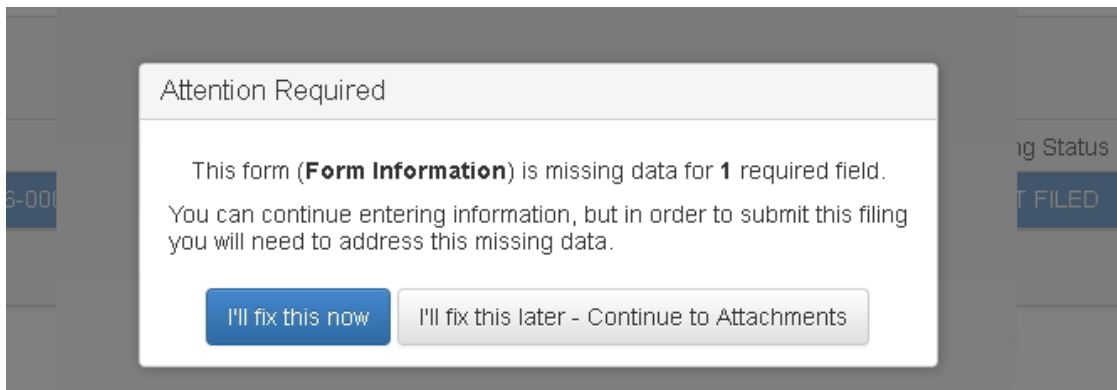
1. Filed - You submitted a form for this BBL.
2. Not Filed - You have not submitted a form for this BBL.

The form saves automatically as you complete it. You can start the form and return to it later to complete it.

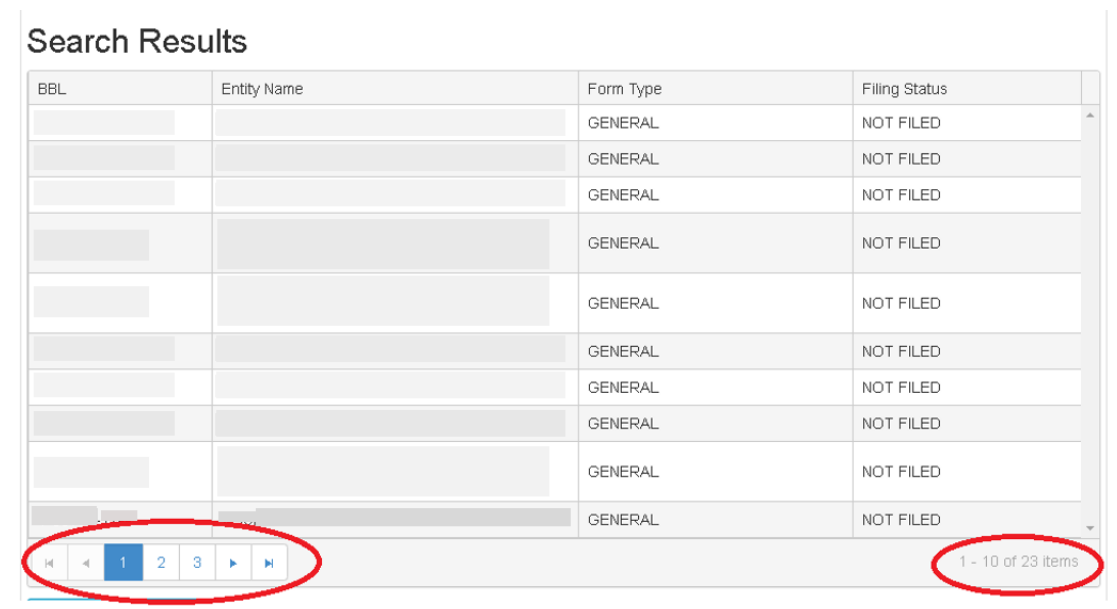
You will see the message in green, saying that your filing has been saved, in the upper right corner of the screen.



You will see an error message like the below if you have not answered a question, or if you completed a field incorrectly.

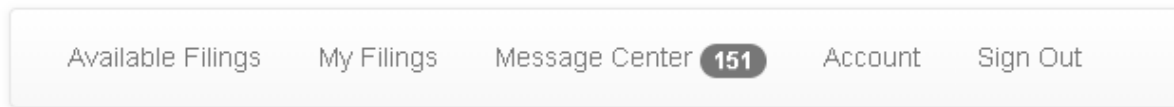


The lower right corner of the screen will show the total number of forms you need to file. The left side indicates additional pages with more required forms. Be sure to complete all pages.



Navigation Options

You will see the bar below at the top of your screen:



Available Filings will show all the available forms that can be filed with Department of Finance.

Click **My Filings** to access a form you have already started but not completed.

Each time you submit a renewal, you will receive a confirmation in **Message Center**.


Account allows you to change the email address or password you use to access the renewals page.

Sign Out will end the session you are currently in.

Searching for your properties

Property Selection

Your Entity ID is contained in the letter we mailed in November. It is a 5-digit number and should be entered in the box indicated.

Entity ID: 

If you have misplaced the letter, you may search for the entity Entity ID by clicking the three lines circled in red above.

A list selection box like this will open.

List Selection

Search:

Find

Entity Name	BBL	Entity ID

◀

▶

1

2

3

4

5

6

7

...

▶

▶▶

41 - 50 of 12948 items

Select

Cancel

Enter the borough-block-lot for the property you are filing a renewal for. If you have more than one, select just one and search. The format of the search has to be borough number-block number-lot number. In the example in the following screen, 1-00281-0046, borough is one character (1), block is a maximum of five characters (00281), and lot is a maximum of four characters (0046). You must include zeros for any empty characters and use a hyphen, as in the example. As another example, if you have to file the renewal for Manhattan, block 1, lot 1, search 1-00001-0001.

The borough codes are: Manhattan - 1, the Bronx - 2, Brooklyn - 3, Queens - 4, Staten Island - 5.

You can also search by entity name but any misspellings, either in the Department of Finance's records, or the text entered, may not produce a result. Once you have entered the BBL, click Find. Please be patient as thousands of records are being searched.

List Selection

Search: 1-00281-0046 Find

Entity Name	BBL	Entity ID
1 BAF		
1 CH		
1 CHI		
1 LU1		
1 LU1		
1 M E		
1 PRI		
1 PRI		
10 W		

Please wait while we process your request.

1 - 10 of 12948 items

Select Cancel

Once the search is complete, highlight the row and press select as indicated.

List Selection

Search: 22183 Find

Entity Name	BBL	Entity ID

1 - 1 of 1 items

Select Cancel

You will be taken back to the Property Search page.

Click Find Parcel. Once you get results for the entity ID search, all the properties for your organization will be listed in Search Results. The search results below list all of the properties for which the organization must file a renewal form. If your organization only has to file a single renewal form, you will see only a single row in your search results table.

You are able to search and sort the data by any of the column headings below. Just double click the cell with the heading you want to search or sort under. In this example, Filing Status is sorted in alphabetical order, Filed, then Not Filed.

Search Results			
BBL	Entity Name	Form Type	Filing Status ↑
		GENERAL	FILED
		GENERAL	FILED
		GENERAL	FILED
		GENERAL	NOT FILED

ADDING YOUR PROPERTIES TO THE APPLICATION

You must add all the properties in Search Results to the application in order to complete and submit your application.

Property Selection
Property List
Owner/Contact Information
Form Information
Attachments
Submit

Entity ID:

Please enter the Entity ID that we sent in our [letter month] letter. Once you do, all the properties you need to file a renewal for will appear below in Search Results.

Find Parcel

Search Results

BBL	Entity Name	Form Type	Filing Status
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED

1
1 - 5 of 5 items

Add Selected Parcel(s)

To select all the properties in this list, click any cell in the first row and hold the shift key. The row will turn blue. Then click the last any cell in the last row and all of the rows will turn blue. Click Add Selected Parcel(s) at the bottom of the screen. This will make the information appear on the “Parcels Added to Application” screen. (See the following two screens.)

Note that a maximum of ten rows appears on each “page.” You will have to keep adding the rows to the “Parcels Added to Application” so that you can file all of your required forms at once. Otherwise, you will have to search and find the forms you need to file more than one time. The number and the arrows on the lower left of the screen will increase for each ten rows that are entered.

Search Results

BBL	Entity Name	Form Type	Filing Status
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED

1

1 - 5 of 5 items

Add Selected Parcel(s)

Next, click Add Selected Parcel(s). The result is below.

Add Selected Parcel(s)

Parcels Added to Application

BBL	Property Address	Form Type
		GENERAL
		GENERAL
		GENERAL
		GENERAL
		GENERAL

1

1 - 5 of 5 items

DOF use only

Cancel Filing Next

Then click Next.

Property List

The Property Information tab shows you the BBLs that you will be submitting applications for.

Not-for-Profit (NFP) Renewal 21/22

Property Information

Remove

BBL	Location	Form Type	Filing Status
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED
		GENERAL	NOT FILED

1

1 - 5 of 5 items

Please verify you have selected the correct property(ies).

BBL

✓

Tax Class

Building Class

Location Address

Previous

Cancel Filing

Next

On this screen you will verify the information for each property selected. If something does not appear to be correct, email notforprofit@finance.nyc.gov and provide the BBL and a description of the issue. Once you verify that each property on the list appears to be correct, click Next.

Owner/Contact Information

If you have previously filed a renewal with the Department of Finance, we will pre-fill this screen with information from last year's filing.

You may review and change anything except the owner's name. The not-for-profit exemption does not transfer to new owners. New owners must file their own application available here https://www1.nyc.gov/assets/finance/downloads/pdf/08pdf/not_for_profit_appl.pdf.

Owner/Contact Information

Owner Name:

Federal EIN:

99-9999999

☐ A Federal EIN is not required for my organization.

Contact Name:

Mary Filer

✓

Owner Mailing Address:

123 Company Street

✓

1st Floor

10000

✓

Zip+

City

NY

Contact Phone #:

(212) 555-1212

✓

Contact Email:

MaryFiler@company.org

✓

Relationship to Owner:

EMPLOYEE

✓

Below this screen are three questions which ask about the status of the not-for-profit owner. If the ownership and use of the property are the same as last year, the exempt status has not changed, and the articles and by-laws are the same, make sure you answer NO to these questions. **Answer YES only if any information has changed since your last renewal, or application.**

YES answers will open a text box as in the image below.

Entity Level Questions

You are required to answer all the questions below. If you answer YES to any question, provide an explanation in the box provided. If you need additional space for your answer, attach a document in the Attachments tab.

Have any of the following changes occurred since you last filed a renewal or applied for this exemption?

1) Ownership and use of the property are different?

Yes

✓

Please provide full details:

2) Owner is no longer exempt from federal taxes

Yes

✓

Please provide full details:

3) Articles of Incorporation or By-laws have changed

Yes

✓

Please provide full details and attach revised Articles or By-laws in Attachments tab:

Form Information

The next question is about ownership of the property. If your organization owned the property for the date indicated, July 1, 2020, answer YES.

Property Selection Property List Owner/Contact Information **Form Information** Attachments Submit

Not-for-Profit (NFP) Renewal 21/22

Property Information

Remove

BBL	Entity Name	Form Type	Filing Status
		GENERAL	NOT FILED

1 - 1 of 1 items

BBL

General Form

Was the organization that is completing this form the owner of this property starting July 1, 2020?

Previous Cancel Filing Next

If you respond NO you will be asked to supply the name of the new owner and the date of sale.

General Form

Was the organization that is completing this form the owner of this property starting July 1, 2020?

Enter the name of the owner.

Enter the date of the sale.

Previous Cancel Filing Next

General Form

If you answered YES to the ownership question, answer the three following questions, 4, 5, and 6. A YES answer will open a text box for you to provide more information.

Questions 4, 5 and 6 are on the General Form and the Parsonage Form. If you have not rented part of the property for the year you are completing the form, answer NO. If the property is not vacant or demolished for the year you are completing the form, or if the building is not being used, in whole or in part, answer NO. YES answers will open a text box as shown on page 13.

General Form

Was the organization that is completing this form the owner of this property starting July 1, 2020?

4) Owner is renting part of the property

5) The property is now vacant land (building demolished)

6) Part or all of the building is not being used

Previous Cancel Filing Next

Parsonage Form

Complete questions 4, 5, and 6, as on the General Form. For questions 7, provide the first and last names of the presiding clergy in the boxes shown. For question 8, enter the congregation name when the clergy presides, and for question 9, the address of the congregation. For question 10 you must enter the congregation's borough, block, and lot. If you need to convert a street address to a BBL, use this link, www.nyc.gov/acris and click "Begin Using ACRIS. Once you identify the BBL, type it in the boxes provided.

Parsonage Form

Was the organization that is completing this form the owner of this property starting July 1, 2020? ☐

4) Part of the property is rented. If YES, attach lease in Attachments. *

5) The property is now vacant land (building demolished). *

6) Part or all of the building is not being used. *

7) If this property is being used to house the officiating clergy* for the owner, indicate clergy's name:

First Name: *

Last Name: *

8) Provide the full congregation name: *

9) Congregation's house of worship address:

Street Number * Street Name *

City * State * Zip *

10) Borough, Block, and Lot for the house of worship address:

Borough * Block * Lot *

*a duly authorized person having authority from, or in accordance with, the rules and regulations of the governing ecclesiastical body of the denomination or order to perform ceremonies (wedding, funerals).

Contemplated Use Form

As with General and Parsonage forms, there are three questions to answer if you have owned the property as of the July 1 for the year indicated. There will be three yes/no questions concerning property leasing, construction/renovation, and the filing of Department of Buildings plans. A YES answer will open a text box as shown on page 13. The next question requires that you provide an answer on the status of contemplated plans if no permits have been filed.

Not-for-Profit (NFP) Renewal 21/22

Property Information

Remove

BBL	Entity Name	Form Type	Filing Status
			NOT FILED

1

1 - 1 of 1 items

BBL

Contemplated Use Form

Was the organization that is completing this form the owner of this property starting July 1, 2020? Yes ☒

4) Part of the property is rented or for sale. If renting, attach lease. *

5) A physical change has been made to the property in the form of new construction, alteration, or demolition *

6) If no physical change has been made to the property, have plans been filed with the Department of Buildings? *

7) If the use is still in the contemplated stage, provide anticipated start and completion dates of construction, name of architect and construction firm retained for project; floor by floor description of each building's use; intended occupant(s); square footage or percent of floor area of each occupant; and annual anticipated rental income from each tenant. If you need additional space for your answer, attach a document on the attachments tab: *

Previous

Cancel Filing

Next

ATTACHMENTS

You are able to attach documents to your form as you would to an email. Click "Select files" and follow the instructions. If you select the wrong document you may delete it before you submit the form.

[Property Selection](#) [Property List](#) [Owner/Contact Information](#) [Form Information](#) [Attachments](#) [Submit](#)

Other - Supporting Documents

Current Attachments:

Attach more files for this category:

Select files...

SUBMIT

When the form is complete and there are no errors or missing information you are ready to submit. The box with the red star asks you to agree to the certification statement. Then enter your name and title and click submit. The date is filled by the system.

The screenshot shows the 'SUBMIT' form with the following elements:

- Navigation tabs: Property Selection, Property List, Owner/Contact Information, Form Information, Attachments, and a blue 'Submit' button.
- Entity Name: A text input field.
- Certification section:
 - A statement: "I certify that all information in this application is true and correct to the best of my knowledge and belief. I understand that willful making of false statement of material fact herein will subject me to the provisions of the law relevant to the making and filing of false instruments and will render the application null and void."
 - A dropdown menu with a red star icon.
 - Form fields for Name, Title, and Date (pre-filled with 09/18/2020).
- Buttons at the bottom: Previous, Cancel Filing, Print Draft, and a yellow Submit button.

You will be asked to confirm that you want to submit.

This screenshot shows the same 'SUBMIT' form as above, but with a confirmation dialog box overlaid. The dialog box is titled 'Submit Filing' and contains the text: "Are you sure you want to submit this Filing?". It has two buttons: 'Yes' (blue) and 'No' (grey). The background form is dimmed, showing the 'I Accept' checkbox and the 'Submit' button.

After selecting Yes you will see the following Confirmation screen.

Confirmation

Thank You!

Your application has been successfully submitted. We will review it and notify you by mail of our determination.

Sincerely,

The New York City Department of Finance

Print Filing

The form(s) have been submitted and you may print a copy for your records.