

# Online Renewal Instructions for Nonprofit Property Tax Exemptions

1. Visit <https://secure.dor.wa.gov/home/Login>

2. Log in to Secure Access Washington (SAW)

- You may be required to update your SAW profile to complete the Multi-Factor Authentication (MFA) process.

If you do not have an account, you will need to create one.

- Enter your name and email address
- Create a User ID and Password
  - Save this information, you will use it each time you log in
- Check the box under **Accept the Access Agreement**
- Check the box to verify you are not a robot
- Click **Register**
  - You will receive an email from My DOR with an Activation Code (Be patient, it may not arrive right away.)
- Click the link in the email

Use your Secure Access Washington (SAW) user ID and password. [What is SAW?](#)

SAW User ID  [Forgot?](#)

Password  [Forgot?](#)

[Log in](#) [New user? Sign up](#)  
[Not sure? Check if you have one](#)

3. Complete your online renewal

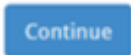
- You should see a box for Property Tax on the left side of the page. Click on the link that says, [Renew property tax exemption](#).

## Quick Links

<b>Business Licensing</b> <a href="#">Access your account using a letter ID</a> <a href="#">Renew your business license</a> <a href="#">Apply for a new business license</a> <a href="#">Hire domestic (household) employees</a>	<b>File and pay taxes</b> <a href="#">Access your account using a letter ID</a> <a href="#">Business (B&amp;O), Excise, and Sales taxes</a> <a href="#">Forest tax</a> <a href="#">Leasehold tax</a>	<b>Other services</b> <a href="#">Print your reseller permit</a> <a href="#">Send a secure message</a> <a href="#">Sign up for filing reminders</a> <a href="#">Sign up for news and other notifications</a>
<b>Property Tax</b> <a href="#">Renew property tax exemption</a> <a href="#">Check appraiser accreditation status</a> <a href="#">Secure messages for property tax</a>	<b>Partners</b> <a href="#">Add the Partner Portal</a> <a href="#">File real estate excise tax affidavits (For Counties Only)</a>	<b>General Public</b> <a href="#">File a Consumer Use Tax Return</a> <a href="#">Apply For a Consumer Sales Tax Refund</a>
<b>From our old system</b> <a href="#">View secure emails sent before March 2018</a>		

Next, you will need to enter the following information from the front of your postcard:

- Registration number
- Access Code
  - You must include the letters NPR before the Access Code
  - If the Access Code has already been used, you will need to click Reset and then enter the Reset Code provided on your postcard
- Click Continue



Follow the steps on the next few screens to complete your renewal

### Owner Main Page

Step 1: Verify the contact information on the owner/parent screen

- If you need to make changes to the primary contact, mailing address, etc., click Update
  - Please note: You will not be able to see the changes you made on the renewal screen, but they are recorded and sent electronically with your renewal

Step 2: Select an action

- To renew: Click the registration number (including the location number) to start the renewal
  - The number is five digits, then a dash, then three digits
  - The number is located in the left column of the table

### Location Renewal

Step 1: Verify the contact information on the location renewal screen


- If you need to update the contact information, click Edit
  - Please note: You will not be able to see the changes you made on the renewal screen, but they are recorded and sent electronically with your renewal

Step 2: Attach documentation – Only when required

- If additional documentation/certification is required, the specific document will be listed. If it just says, Other, additional documentation is not required at this time
  - If there is not an additional certification document required, move to Step 3.

**STEP 2 Click Attach below if the screen indicates Additional Certification is required. If no documents are displayed move to Step 3**

Attach required documentation to renew your exemption.



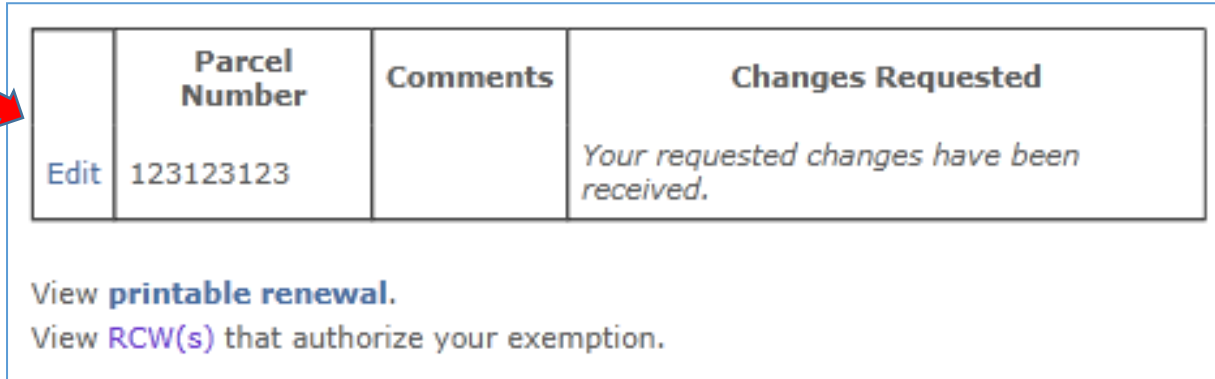
Additional Certification	Required	Additional Certification Attached?
Very Low Income Housing-VERY LOW-INCOME HOUSING (Dept. of Commerce)	Yes	No

- Once you click, **Attach**, you will have two options, to download the required forms, and to upload any required documents.
  - Not all required documents have a form to download – this means you can attach your own form/document/spreadsheet.
  - To attach, click **Browse**, locate your document, click the **Attach** button in the lower right corner.
  - If your exemption type requires you to download two documents, you must download and attach the first document before you can download the second document.

- After you have downloaded any required forms, completed them, and then uploaded the required documents, you can verify the **No** has changed to **Yes** in the Additional Certification Attached? column, to the right, in the table above.

Step 3: Verify the parcel information

- If you need to update the parcel information, click **Edit**
  - If you do not have any parcel changes, you may skip this section.
- Print a copy of your renewal by clicking on “printable renewal.” This is the only time you will be able to print this document.



	Parcel Number	Comments	Changes Requested
<a href="#">Edit</a>	123123123		<i>Your requested changes have been received.</i>

View [printable renewal](#).

View [RCW\(s\)](#) that authorize your exemption.

Step 4: Submitting your renewal

- Click the appropriate box AND click the Submit/Continue button.

**STEP 4: Click the appropriate box below and then click Submit**

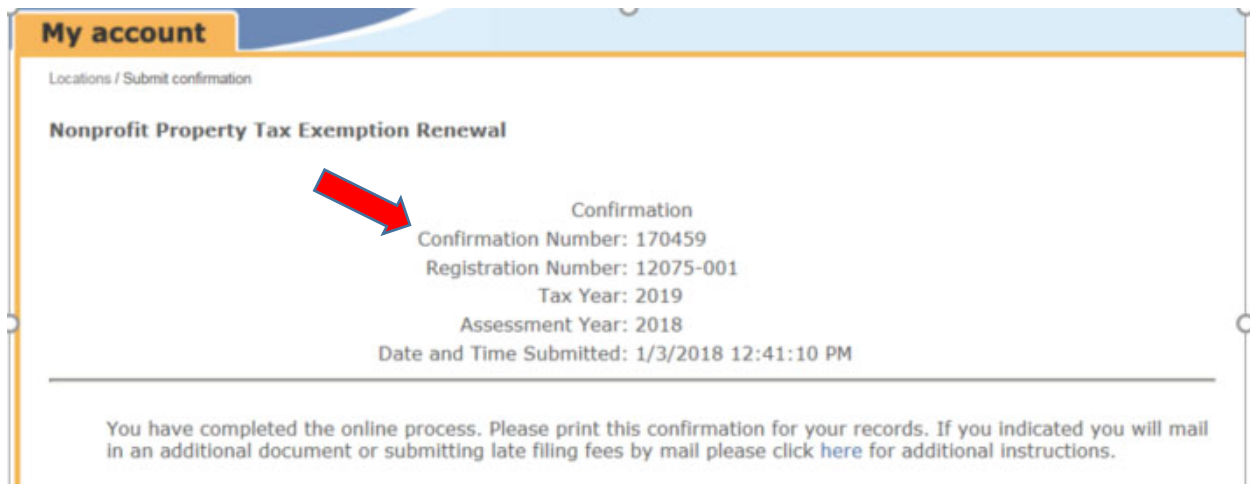
I certify the following information. I am an authorized representative of this organization. I have reviewed, and can produce upon request, a statement of the receipts and disbursement of the organization which shows that the income and receipts (including donations) have been applied to the actual expenses of operating and maintaining the exempt activity or for its capital expenditures and to no other purpose. If my exemption is subject to RCW 84.36.805(8), I certify the property is not used in excess of 50 days per calendar year for non-exempt activities and that the property is not used for pecuniary gain or business activity for more than 15 days of the overall 50 days.

[Continue](#)

[Back](#)

[Return to main page](#)

- The renewal is complete **ONLY** after the screen shows a 'Confirmation number'.



**My account**

Locations / Submit confirmation

**Nonprofit Property Tax Exemption Renewal**

Confirmation  
Confirmation Number: 170459  
Registration Number: 12075-001  
Tax Year: 2019  
Assessment Year: 2018  
Date and Time Submitted: 1/3/2018 12:41:10 PM

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You have completed the online process. Please print this confirmation for your records. If you indicated you will mail in an additional document or submitting late filing fees by mail please click [here](#) for additional instructions.

- Your renewal has been digitally signed, so no need to print, sign, or mail a copy of the renewal application form itself. Be sure you mail any required documents that you did not attach.