



Chancellor and Executive Secretary of the Curia

The Roman Catholic Archdiocese of Washington

Dear Monsignor/Father,

I write today to provide you with updates and will continue to share with you information as needed.

Annual Reminder Regarding Property Tax Exemption Filing

Depending on your parish's location, this is most likely the time of year when you will receive notices from the District of Columbia Office of Tax and Revenue or Maryland Department of Assessments and Taxation (including the respective Maryland county assessment offices) with forms relating to the property tax exemption application for your parish.

- ***Maryland Pastors:*** please notify us when you receive a form in the mail or otherwise from the State of Maryland Department of Assessments and Taxation.
- ***DC Pastors:*** You do not have to send us the forms that you receive, as the forms are filed annually through an electronic portal.

These forms relate to your parish's property tax exemption and must be completed periodically, if you are in Maryland and annually if you are in DC. If not completed, the parish may be subjected to fines and the property tax exemption may be jeopardized.

To minimize the administrative burden on parishes and ensure that the filings meet all legal requirements, the Central Pastoral Administration will respond to filings on behalf of parishes. Parishes should not complete and file these forms themselves.

You may be contacted by the Archdiocesan Facilities Management Office to determine whether your property's usage, including any income the parish may receive as rent, has changed in any material way since last year's forms were filed. This information will be used

to complete this year's filings. The Archdiocese's legal team will complete a final review of the forms.

Thank you very much for your cooperation in this matter. If you have any questions or concerns, please feel free to contact Michelle Shelton at (301) 853-4522 or Claudia Blanco at (301) 853-4474.

Parish/School Staff Emails

Should you or your staff have difficulty gaining access to ADW email accounts after the recent migration, please contact the ADW IT Help Desk by calling 301-853-4444.

Remind the Faithful of Information on the Website

The archdiocesan websites, adw.org and adw.org/es, are updated regularly with current information for you to share with your community. Please see adw.org/coronavirus for information related to Covid-19. Daily news and information about our parishes, schools, and ministries are also available at cathstan.org and elpreg.org for the *Catholic Standard* and the Spanish-language *El Pregonero* newspapers.

As always, should you have questions or need assistance from my office, please know that you can email me at FarrellT@adw.org or call my office line at 301-853-4507 or my cell at 202-531-4550.

With gratitude for your priestly ministry, I am
Sincerely in Christ,

Terence J. Farrell

Chancellor and Executive Secretary of the Curia



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