



## Property Tax Exemption Application For Organizations | PT-4010

Revised 5/31/2022

File online at [MyDORWAY.dor.sc.gov](https://MyDORWAY.dor.sc.gov)

### The South Carolina Department of Revenue (SCDOR) no longer accepts paper copies of the Property Tax Exemption Application for Organizations (PT-4010).

#### What you need to know:

- Organizations are now required to apply for a Property Tax Exemption using our free online tax portal, MyDORWAY, at [MyDORWAY.dor.sc.gov](https://MyDORWAY.dor.sc.gov).
- By using MyDORWAY, you will have access to view and check the status of your Property Tax Exemption Application.

#### What you need to do:

- If you already manage your South Carolina tax accounts on MyDORWAY:
  - Log in to MyDORWAY
  - Click the **More** tab
  - On the next screen, select **Request Property Exemption**
- If you've never created a MyDORWAY account, visit [dor.sc.gov/MyDORWAY-signup](https://dor.sc.gov/MyDORWAY-signup). You will need the following information to get started:
  1. Your FEIN, SSN, or South Carolina ID (SID)
  2. Your file number
  3. One of the following from the last return you filed:
    - Payment amount
    - Refund amount
    - Amount entered on line 1
- You can apply for a Property Tax Exemption without creating a MyDORWAY account by visiting [MyDORWAY.dor.sc.gov](https://MyDORWAY.dor.sc.gov) and selecting **Request Property Exemption**. However, you will not be able to view approval letters without creating a MyDORWAY account and logging in.

#### General Exempt Property information:

- Exemptions, once approved, are ongoing unless there is a change in status or property ownership.
- If your mailing address changes, you will need to update it on MyDORWAY and apply for a new Property Tax Exemption.
- Learn more about Exempt Property at [dor.sc.gov/tax/exempt-property](https://dor.sc.gov/tax/exempt-property).

Questions? We're here to help. #

[Property.Exemptions@dor.sc.gov](mailto:Property.Exemptions@dor.sc.gov)

#### Questions about MyDORWAY?

Tutorials are available at [dor.sc.gov/MyDORWAY](https://dor.sc.gov/MyDORWAY). If you need help creating a MyDORWAY account, contact us at 1-844-898-8542 or [MyDORWAY@dor.sc.gov](mailto:MyDORWAY@dor.sc.gov).