# Tax Exemption Request Form

*This form should be completed and submitted by individuals or organizations applying for exemption from specific taxes or government-imposed fees. Please ensure all required fields are filled and provide supporting documentation when necessary.*

## Applicant Information

**Full Name:** {fullName}

**Organization Name (if applicable):** {organizationName}

**Tax Identification Number:** {taxIdNumber}

**Address:** {address}

**Phone Number:** {phoneNumber}

**Email:** {email}

## Exemption Details

**Type of Tax/Fee for Which Exemption is Requested:** {taxType}

**Reason for Exemption:**

{exemptionReason}

### Attached Supporting Documents

{#supportingDocuments}

* {documentDescription}

{/supportingDocuments}

## Applicable Period

**Requested Start Date:** {startDate}

**Requested End Date:** {endDate}

## Declaration

I, **{fullName}**, declare that the information provided in this application is true and complete to the best of my knowledge. I understand that any misrepresentation may disqualify me from receiving a tax exemption.

Date of Application: {applicationDate}

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{#authorizedRepresentative}

## Authorized Representative (If applicable)

**Name:** {repName}

**Position:** {repPosition}

**Contact Number:** {repContact}

**Email:** {repEmail}

{/authorizedRepresentative}

## Office Use Only

**Received By:** {receivedBy}

**Date of Receipt:** {dateOfReceipt}

**Application Reference Number:** {applicationRef}

### Review Notes

{#reviewNotes}

* {note}

{/reviewNotes}

**Decision:** {decision}

**Approved By:** {approvedBy} on {approvalDate}