

CHARITABLE ORGANIZATION REGISTRATION STATEMENT

Solicitations for charitable purposes in the State of North Dakota are governed by the provisions of N.D.C.C., chapter 50-22. The law can be accessed from the Secretary of States website at sos.nd.gov.

Most organizations that solicit funds in North Dakota for charitable purposes must file the Charitable Organization Registration with the Secretary of State prior to the solicitation. The following are organizations that do **not** require the filing of this registration:

- An organization that solicits funds for an institution of higher learning;
- An organization that uses unpaid volunteer fundraisers to solicit funds for a political subdivision or other government entity or for a civic or community project in which the contributions received are used solely for the project and none of the contributions pass on to the benefit of any individual;
- A private or public elementary or secondary school;
- An organization or person that solicits contributions for any person specified by name at the time of the solicitation if all contributions received are transferred within a reasonable time after receipt to the person named or that person's parent, guardian or conservator with no restriction on expenditure of the contributions and with no deduction;
- A religious society or organization that is exempt from filing a federal annual information return; or
- Any candidate for national, state or local elective office or political party or other committee required to file information with the federal election commission, a state election commission or an equivalent office or agency.

FILING FEE: The filing fee is \$25.00. Checks must be payable to "Secretary of State" and must be for U.S. negotiable funds. Payment may also be made by credit card using Visa, MasterCard, Discover, or American Express.

ATTACHMENTS: Check the box(es) to indicate the documentation supporting this application. **All** items listed must be attached except the copy of an agreement with a professional fundraiser is only required if a professional fundraiser is employed.

OTHER REQUIRED REGISTRATION: Other registration with the Secretary of State must be made to be a qualified registrant:

- A North Dakota nonprofit corporation or LLC must have its Articles on file with the Secretary of State and be in good standing.
- A nonprofit corporation or LLC organized under the laws of another jurisdiction must obtain a certificate of authority to conduct its affairs in North Dakota. The authority must be active and in good standing.
- A trust or unincorporated nonprofit association must file a Trade Name Registration which must be active.

The following numbered instructions correspond to the numbered sections on the form.

- 1A. Provide the correct name **EXACTLY** as reflected on the Articles of incorporation or organization filed with the Secretary of State or as reflected on the Certificate of Authority or Trade Name Registration issued by the Secretary of State.
- 1B. Please provide the applicants federal ID number, if you have one.
PRIVACY: In accordance with N.D.C.C., Chapter 44-04, Federal ID numbers are not disclosed to the public. They are used by the Secretary of State to maintain accurate files. Therefore, while voluntary disclosure is requested, failure to do so will not result in rejection of the application.
- 1C. Provide any other names other than the name provided in number 1A under which solicitation will occur. All names other than the name in number 1A must be registered as Trade Names with the Secretary of State; but, the license will be issued in the name provided in number 1A.
- 1D. Provide the street **and** mailing address of the principal executive office of the organization named in 1A. A complete address must include a street or rural address, a post office box (if applicable), the city, state, and ZIP code plus 4-digit extension. The address cannot only be a post office box number.
- 1E. Provide the street **and** mailing address of the principal executive office in North Dakota if the organization named in 1A maintains an office in North Dakota. A complete address must include a street or rural address, a post office box (if applicable), the city, state, and ZIP code plus 4-digit extension. The address cannot only be a post office box number. If an office is not maintained in North Dakota, state "None" in this item.
- 2A. Select the organization structure which best defines the registrant.
- 2B. Provide the state or country in which the registrant is organized.
- 2C. Provide the year in which the registrant was organized.
- 2D. Check the box that indicates if the registrant is exempt from North Dakota income tax.
- 2E. Check the box that indicates if the registrant is exempt from federal income tax, and if so, provide the status claimed under federal laws.
3. Check the box(es) indicating the method(s) of solicitation anticipated in North Dakota. If "Other" than those listed, please describe.
4. Define the period of time during which solicitation is to be conducted.
5. Describe the general purpose for which the organization is organized.
6. Describe the purposes for which contributions to be solicited will be used.
- 7A. Provide the name of the person in charge of the organization's books or records in North Dakota.
- 7B. Provide the address of the person named in number 7A.
8. Provide the month and day when the registrant's accounting year ends.

