

Mail To:

Minnesota Attorney General's Office
Charities Division
445 Minnesota Street, Suite 1200
St. Paul, MN 55101-2130

Website Address:

www.ag.state.mn.us/charity

STATE OF MINNESOTA
SUPPLEMENT TO THE UNIFIED
REGISTRATION STATEMENT
INITIAL REGISTRATION FORM
INSTRUCTIONS

(Pursuant to Minn. Stat. ch. 309)



WHO SHOULD FILE

A charitable organization must file a registration statement if any of the following are true:

- The organization receives or plans to receive more than \$25,000 in total contributions from the public during an accounting year.
- The organization's functions and activities are not performed wholly by volunteers (i.e. it pays staff, independent contractors, officers, etc.).
- The organization employs a professional fundraiser.

A "charitable organization" is a person who engages in or purports to engage in solicitation for a charitable purpose. See Minn. Stat. 309.50, subd. 5. "Solicit" and "solicitation" have the meanings set forth in Minn. Stat. § 309.50, subd. 10 and include oral or written requests.

Please refer to the definitions set forth in Minn. Stat. § 309.50 when completing your forms.

WHEN TO FILE

An organization must register before it solicits contributions. Solicitation prior to registration may result in the imposition of civil penalties up to \$25,000 for each violation of Minn. Stat. ch. 309.

WHAT TO FILE

If submitting these forms via mail, please **do not** use staples.

- Minnesota Supplement Initial Registration Form.
- Unified Registration Statement.
- A copy of the organization's Articles of Incorporation.
- A copy of the IRS letter notifying the organization of its tax-exempt status (if applicable).
- A full list of the organization's board of directors, including names, addresses, and total compensation paid to each.
- A full list of all banks or other financial institutions in which the organization's funds are deposited, including all bank names, addresses, and phone numbers.
- IRS Form 990, 990-EZ, 990-PF, or 990-N (plus all schedules and attachments, EXCLUDING any schedules of contributors to the organization (Schedule B)) or financial statement (Section B of registration form) for the organization's most recent fiscal year-end.
- \$25 registration fee.



**SUPPLEMENT TO THE UNIFIED REGISTRATION STATEMENT
INITIAL REGISTRATION FORM INSTRUCTIONS
(Continued)**

HOW TO FILE

This form may be submitted via email and the fee may be paid electronically.

- The form and all attachments should be emailed to *charity.registration@ag.state.mn.us*. The email and attachments can be **no larger than 25 MB**. The subject line of the email must contain the organization's name. If the materials you are submitting are more than 25 MB, submit the attachments in separate emails properly labeled in the subject line (e.g., email 1 of 3).
- Documents must be in PDF format and named in an identifying manner (e.g., Charity Initial Registration).
- You will receive an automatically generated confirmation email. Receipt of the email confirms only that this Office received your submission and is not an attestation regarding the validity or completeness of the submitted materials.
- You may pay the \$25 registration fee via credit card at *www.ag.state.mn.us/Charity/CharFees.aspx*, or you may submit a check via U.S. mail. If paying by check, make the check payable to "State of Minnesota."

PLEASE NOTE

- Some organizations may be exempt from registration and reporting. See Minn. Stat. § 309.515 for more information.
- Include all required attachments. Required attachments do NOT include any schedules of contributors to the organization (Schedule B). Registration statements and reports that fail to include all required attachments will be considered deficient and will not be effective until all required materials are received by the Minnesota Attorney General's Office. You will be informed of your registration status by letter from the Minnesota Attorney General's Office.
- Failure to maintain registration while soliciting may result in the imposition of civil penalties up to \$25,000 for each violation of Minn. Stat. ch. 309.
- **NOTICE: All information and documentation provided as part of registration and reporting shall be public records.**

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**STATE OF MINNESOTA
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(Pursuant to Minn. Stat. ch. 309)



SECTION A: Organization Information

Legal Name of Organization _____

Federal EIN: _____ **Most Recent Fiscal Year-End:** _____
mm/dd/yyyy

Is the organization incorporated pursuant to Minn. Stat. ch. 317A? Yes No

Total amount of contributions the organization anticipates receiving from Minnesota donors: \$ _____

SECTION B: Financial Information

An organization may submit a copy of its IRS Form 990, 990-EZ, or 990-PF in lieu of completing Section B. If an organization has not yet filed an IRS return, it must provide preliminary financials for its most recent fiscal year-end.

• Is an IRS Form 990, 990-EZ, or 990-PF attached? Yes No If no, provide the following information:

INCOME

- 1. Contributions Received \$ _____ 1
- 2. Government Grants \$ _____ 2
- 3. Program Service Revenue \$ _____ 3
- 4. Other Revenue \$ _____ 4
- 5. TOTAL INCOME** \$ _____ **5**

EXPENSES

- 6. Program Expenses \$ _____ 6
- 7. Management & General Expenses \$ _____ 7
- 8. Fund-raising Expenses \$ _____ 8
- 9. TOTAL EXPENSES** \$ _____ **9**
- 10. EXCESS or DEFICIT** \$ _____ **10**
(Line 5 minus Line 9)

ASSETS

- 11. Cash \$ _____ 11
- 12. Land, Buildings & Equipment \$ _____ 12
- 13. Other Assets \$ _____ 13
- 14. TOTAL ASSETS** \$ _____ **14**

LIABILITIES

- 15. Accounts Payable \$ _____ 15
- 16. Grants Payable \$ _____ 16
- 17. Other Liabilities \$ _____ 17
- 18. TOTAL LIABILITIES** \$ _____ **18**

FUND BALANCE

\$ _____

(Line 14 minus Line 18)



MINNESOTA SUPPLEMENT TO THE UNIFIED REGISTRATION STATEMENT
INITIAL REGISTRATION FORM
(Continued)

Section C: Board of Directors Signatures and Acknowledgment

The form must be executed pursuant to a resolution of the board of directors, trustees, or managing group and must be signed by two officers of the organization. See Minn. Stat. § 309.52, subd. 3.

We, the undersigned, state and acknowledge that we are duly constituted officers of this organization, being the _____(Title) and _____(Title) respectively, and that we execute this document on behalf of the organization pursuant to the resolution of the _____(Board of Directors, Trustees, or Managing Group) adopted on the _____ day of _____, 20____, approving the contents of the document, and do hereby certify that the _____(Board of Directors, Trustees or Managing Group) has assumed, and will continue to assume, responsibility for determining matters of policy, and have supervised, and will continue to supervise, the operations and finances of the organization. We further state that the information supplied is true, correct and complete to the best of our knowledge.

Name (Print)

Name (Print)

Signature

Signature

Title

Title

Date

Date