

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

STATE OF MINNESOTA
CHARITABLE ORGANIZATION
INITIAL REGISTRATION FORM
INSTRUCTIONS



(Pursuant to Minn. Stat. ch. 309)

Website Address
www.ag.state.mn.us/charity

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 registration and report 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.

- Charitable Organization Initial Registration Form.
- 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.
- IRS Form 990, 990-EZ, 990-PF, or 990-N (plus all schedules and attachments) or financial statement (Section B of registration form) for the organization’s most recent fiscal year-end.
- \$25 registration fee.



**CHARITABLE ORGANIZATION 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.
- An organization may submit the Unified Registration Statement, but it must also file the Minnesota Supplement.
- Include all required attachments. 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
CHARITABLE ORGANIZATION
INITIAL REGISTRATION FORM

(Pursuant to Minn. Stat. ch. 309)



SECTION A: Organization Information

Legal Name of Organization _____

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

Mailing Address:	Physical Address:
_____	_____
Contact Person	Contact Person
_____	_____
Street Address	Street Address
_____	_____
City, State, and Zip Code	City, State, and Zip Code
_____	_____
Phone Number	Phone Number
_____	_____
Email Address	Email Address

1. Organization's website: _____

2. List all of the organization's alternate and former names (attach list if more space is needed).
_____ Alternate Former
_____ Alternate Former

3. List all names under which the organization solicits contributions (attach list if more space is needed).

4. Type of legal entity:
 Corporation Partnership
 Sole Proprietorship Unincorporated Association
 Limited Liability Company Other: _____

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

6. Place and date of organization/incorporation: _____
State Date



CHARITABLE ORGANIZATION INITIAL REGISTRATION FORM (Continued)

7. What is the organization's tax-exempt status? [] 501(c) [] Status Pending [] Not Tax-Exempt
If the organization's tax-exempt status is pending, identify the date the organization submitted Form 1023 to the Internal Revenue Service: _____

8. Does the organization use a fiscal agent? [] Yes [] No
If yes, identify fiscal agent's name, address, and Federal EIN: _____

9. Address of principal office in Minnesota, or, if none, the name and address of the person who has custody of books and records:

Contact Person Phone Number Email Address
Street Address City, State, and Zip Code

10. Explain in detail the organization's charitable purpose(s) (attach explanation if more space is needed):

11. What methods of solicitation does the organization anticipate using? Check all that apply.

- [] Telemarketing [] Publication/Magazine [] Show/Concert/Event
[] Direct Mail [] Email [] Discount Coupons
[] Door-to-Door Solicitation [] Website [] Radio
[] Thrift Store [] Social Media [] Vehicle Donations
[] Other (describe): _____

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

13. Has the organization been denied the right to solicit contributions by any court or government agency?
[] Yes [] No If yes, attach explanation.

14. Does the organization use the services of a professional fundraiser (outside solicitor or consultant) to solicit contributions in Minnesota? [] Yes [] No
If yes, provide the following information for each (attach list if more space is needed):

Name of Professional Fundraiser Compensation
Street Address City, State, and Zip Code



CHARITABLE ORGANIZATION INITIAL REGISTRATION FORM (Continued)

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

Table with 2 columns: Description and Amount. Rows include Contributions Received, Government Grants, Program Service Revenue, Other Revenue, and TOTAL INCOME.

EXPENSES

Table with 2 columns: Description and Amount. Rows include Program Expenses, Management & General Expenses, Fund-raising Expenses, TOTAL EXPENSES, and EXCESS or DEFICIT.

ASSETS

Table with 2 columns: Description and Amount. Rows include Cash, Land, Buildings & Equipment, Other Assets, and TOTAL ASSETS.

LIABILITIES

Table with 2 columns: Description and Amount. Rows include Accounts Payable, Grants Payable, Other Liabilities, and TOTAL LIABILITIES.

FUND BALANCE/NET WORTH

(Line 14 minus Line 18)



CHARITABLE ORGANIZATION 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