



## **Check list for Homeschool Non Profit Organizations Applying for 501c3 tax exempt status**

by Carol L. Topp, CPA

1. Choose a name for your nonprofit. While you're at it, select and reserve a web domain name. Research the IRS Charities web site, the Internet and your state's Secretary of State's Office to be sure it has not already been taken.
2. Create a board of directors. Often only three people are needed, a president/director, a treasurer, and secretary. More is better including a vice-chair/director.
3. Write Articles of Incorporation including a statement of your purpose. Read the IRS Instructions for Form 1023 for specific language to include in the Articles regarding the purpose of the organization, private benefit and dissolution of the organization.
4. Incorporate as a Non-Profit Organization in your state. Submit Articles of Incorporation to the appropriate office in your state government with the required fee. This is usually the Secretary of State's Office.
5. Obtain a Federal Employer Identification Number (EIN), submitting IRS Form SS-4.
6. Develop organizational bylaws—the rules by which you will operate.
7. Hold your first board meeting. Get approval of the bylaws.
8. Set up a budget.
9. Read all you can on filing for tax exempt status. Review IRS Publication 557, instructions for filing for tax exemption.
10. Have the board vote their approval for filing 501c3 tax exempt status.
11. File IRS Form 1023 to become a 501(c)(3) tax exempt organization preferably within 27 months of the date of incorporation.

12. Pay filing fees to the IRS of \$750 if you anticipate having revenue of over \$10,000 per year, or \$300 if you anticipate having revenue of less than \$10,000 per year.

13. Register as a charity within your state.

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