

## **INSTRUCTIONS FOR COMPLETING EXEMPT ORGANIZATION FUNDRAISING NOTICE FORM**

This form is required if you are soliciting charitable contributions in Maryland and received less than \$25,000 in charitable contributions in your most recently completed fiscal year. This form is also required for when you are soliciting charitable contributions for a named individual and the gross amount is delivered to the individual (*example: Jane Doe is sick and in the hospital, she cannot afford her medical bills, a fundraiser is held to raise money to give to Jane Doe to pay her medical bills*). You cannot use the services of a Professional Solicitor and file this form.

This form should be submitted prior to any solicitation occurring. This form must be submitted annually thereafter, within 8 months after its fiscal year ends, for as long as the organization is soliciting charitable contributions in Maryland.

**Print this form, complete it, and submit it with the other documents required to complete initial registration. Submit the form by mail or e-mail.**

**The mailing address is:  
Charitable Organization Division  
Office of the Secretary of State  
16 Francis Street  
Annapolis, MD 21401**

**When emailing the form, email it to: [dlcharity\\_sos@maryland.gov](mailto:dlcharity_sos@maryland.gov).**

**Questions? Call us at 410-974-5534 or email us at [dlcharity\\_sos@maryland.gov](mailto:dlcharity_sos@maryland.gov).**

The Secretary of State will review and respond to the organization upon review of its Exempt Organization Fund-Raising Notice form. If the form is complete, the Secretary of State will send the organization a registration letter. The next due date will be included in the registration letter. If the form is not complete, the Secretary of State will send the organization a letter requesting additional information. Letters may be sent to the organization by email, to the email address provided on the organization's registration.

**Instructions for completing the Exempt Organization Fund-Raising Notice form are found on pages 2-3.**

**Exempt Organization Fund-Raising Notice Form found on pages 4-5.**

	Complete Application	Application Determination
Paper Form	15 minutes	30-60 days
Online Version of this Form	15 minutes	10-30 days

*\*Application Determination time can be longer if mailed during the busiest filing periods (May, June, November, December)*

Instructions for completing the Exempt Organization Fund-Raising Notice form:

**TO BE CONSIDERED COMPLETE, AN ANSWER MUST BE PROVIDED FOR ALL ITEMS ON THE FORM, WITH THE EXCEPTION OF ITEM #9.**

If the organization has never filed with the Secretary of State prior to completing this form, check 'New.' If the organization has filed this form with the Secretary of State in the past, check 'Renewal.'

1. Check one: If the organization is exempt because it received less than \$25,000 in its most recently completed fiscal year, check the first box. If soliciting for a named individual, check the second box. If neither of these statements can be checked, this is the incorrect form. You will most likely need to file the COR-92 and accompanying documentation to complete the organization's registration.
2. Enter the most recently completed fiscal year. Provide the month and year in which the filer's most recent fiscal year ended. For example, if your fiscal year ends on December 31<sup>st</sup>, you should write "December" into the month field. If completing this form in 2021, your most recently completed fiscal year would have ended in December 2020. If the organization has not yet completed its first fiscal year, leave that first part blank and complete the italicized line on the form, indicating the month and year when the first fiscal year will end.
3. Enter the name of the charitable organization. This name should match the name on the organization's IRS Tax Determination Letter and current Articles of Incorporation. If submitting this form because solicitation of contributions are made for a named individual, enter the name of the person for whom the fundraising is being conducted.
4. Enter the organization's Employer Identification Number (EIN), also known as a Federal Tax Identification Number. If the filer does not have one, it must obtain an EIN from the IRS to complete this form. There is no cost to obtain an EIN. To obtain an EIN, apply online at the [IRS' website](#):
5. Provide the mailing address for the charity. If the street address is different than the mailing address, provide that as well.
6. Provide city/state/zip code for the mailing address. If the street address is in a different city, state, or zip, provide that information for the street address as well.
7. Enter the county in which the organization is located.
8. Enter the organization's phone number. This should be a phone number that we can call to speak with someone about a registration issue.
9. Enter the organization's fax number. This should be a fax number that we can contact about a registration issue. If the organization does not have a fax number, write "n/a" (*this is the only item on the form that is not required*).
10. Enter the organization's email address. This should be an email address that we can send an email to about a registration issue. Be sure that this email address is one that is actually checked and answered by someone at the organization.
11. Enter the purpose or purposes for which contributions are to be used. Try to keep this purpose to 25 words or less. If the purpose is very long, attach a separate page and write "see attached". Please note that we have limited space to enter the purpose of the organization into our system. If the purpose is too long, we will use as many sentences as possible until space runs out. This purpose that is entered into our registration system will be displayed on our website.

12. **If the organization has received a letter of determination from the IRS verifying it has 501(c)(3) status, check “yes” and attach a copy of the IRS Tax Determination Letter to the form.** If the organization has applied for 501(c)(3) status from the IRS but has not yet received its letter of determination, check “pending”. If the organization was denied 501(c)(3) status, has not yet applied for it, or has no intention of applying for it, check ‘no.’ This form can still be submitted even if it checks “no”. There is no penalty for checking “no”.
13. Identify the methods of fundraising the organization uses or plans to use. Multiple methods may be identified. Select all that apply to the organization. “Canisters” are can or collection jars left in the public view, often times at a place of business, and often times asking people to place their change in them. If soliciting using a method other than the 5 listed, list those methods in the space provided after “Other”. These methods can include fundraising events, email, raffles, etc. Describe any method listed in “other”.
14. Enter the name and address of the individual currently with custody of financial records for the organization. This is often times the Treasurer.
15. Enter the names and addresses of persons that currently have final responsibility for the custody and final distribution of the contributions received by this organization.
16. Provide the name of the bank at which the organization’s contributions are deposited and the bank account number into which contributions are deposited.
17. **If the filer is an organization and has completed any of the listed IRS forms, please check the one it has completed. For organizations that have filed a 990 or 990-EZ, attach a copy of that to this form.** There is no need to complete parts A and B if a 990 or 990-EZ was submitted.

If the organization has a completed the 990-N or none of the listed forms, it will need to complete parts A and B of this section. Part A should provide the amount of contributions received in the most recently completed fiscal year; it should be the amount received in the fiscal year noted on the first page. Part B should provide the amount of contributions received to date in the current fiscal year; the fiscal year that is occurring at the time this form is being completed.

If the filer is not an organization, complete parts A and B of this section. Part A should provide the amount of contributions received in the most recently completed fiscal year; it should be the amount received in the fiscal year noted on the first page. Part B should provide the amount of contributions received to date in the current fiscal year; the fiscal year that is occurring at the time this form is being completed.

18. Check the appropriate box to answer whether or not the organization is affiliated with a Maryland State agency. “Organization affiliated with a State agency” means a charitable organization which engages in activities for the benefit of the State agency or to further the purposes of the State agency, or both, through the use of contributions solicited from the public. If answering “yes,” list the names of the agencies with which it is affiliated. If answering “yes” and the organization raised more than \$750,000 in charitable contributions, it must also submit an Agreed Upon Procedures Report with its initial registration. See what is required in an Agreed Upon Procedures Report at the Division of State Documents website. If the organization did raise more than \$750,000, this is not the correct form.

Affidavit section: Remember to sign the form and print the name of the person signing the document along the date this form was signed.



## Exempt Organization Fund-Raising Notice

Office of the Secretary of State, State House, Annapolis MD 21401 Telephone: 410-974-5534

NEW

RENEWAL

**If you cannot check one of the following statements, this is the wrong form.** You will most likely need to file the Initial Registration Statement (COR-92). Please view the initial registration statement and instructions found on our Forms page.

**1. Check One:**

This organization is exempt from registering as a charitable organization because it did not receive more than \$25,000 in charitable contributions during the most recently completed fiscal year and does not have a professional solicitor. (Business Regulation Section 6-102(c)(1)(ii)(4))

--or--

The person or entity completing this form is exempt from registering as a charitable organization because solicitations are being made for a named individual and the gross amount is delivered to the individual. (Business Regulation Section 6-102(c)(1)(ii)(1))

**2. Most recently completed fiscal year end is:** \_\_\_\_\_ (month) \_\_\_\_\_ (year)

*If first fiscal year not completed yet, when will first fiscal year end:* \_\_\_\_\_ (month) \_\_\_\_\_ (year)

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3. Name of Charitable Organization or Name of Individual for whom the fund-raising campaign is being conducted.  
\_\_\_\_\_

4. Employer Identification Number (EIN) of Charitable Organization \_\_\_\_\_

5. Mailing Address, City, State, Zip Code \_\_\_\_\_

6. Physical Address, City, State, Zip Code \_\_\_\_\_

7. County \_\_\_\_\_

8. Telephone Number \_\_\_\_\_

9. FAX Number \_\_\_\_\_

10. Email address \_\_\_\_\_

11. Purpose of Charitable Organization or Charitable Fund-Raising  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Have you received 501(c)(3) status from IRS? Check one (*you can still complete this filing if you check "no"*):

Yes

No

Pending

If you checked "yes", please submit a copy of your organization's tax determination letter issued by the Internal Revenue Service.

13. Methods of Fund-Raising (check all that apply).

Mail	Telephone	Canisters	Door-to-Door
Website	Email	Social Media	Other (please describe):

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14. Name and address of individual with custody of financial records

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15. Names and addresses of persons with final responsibility for custody and final distribution of contributions

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16. Bank name and account number where contributions are deposited

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17. If the filer is an organization, has it filed any of the following forms with the IRS? If so, please check the space.

990	990-EZ	990-PF	990-N
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If the organization has filed the 990, 990-EZ or 990-PF with the IRS, please attach a copy of that to this form.  
 If the organization has filed the 990-N or none of the above with the IRS, please complete parts A and B.  
 If the filer is not an organization, please complete parts A and B.

A. Amount of contributions received in most recently completed fiscal year (*this should be the amount received in the most recently completed fiscal year noted on the first page of this form*) \_\_\_\_\_

B. Amount of contributions received to date in current fiscal year (*this should be the amount received to date, in the current fiscal year that is occurring at the time this form is being completed*) \_\_\_\_\_

18. Is your organization affiliated with any Maryland State agency (as defined in COMAR 01.02.04.01E)?

Yes                      No (If yes, and raised more than \$750,000 you must submit an Audit and Agreed upon Procedures Report with application)

If yes, list the name(s) of the Maryland State agencies with which you are affiliated (use a separate sheet of paper, if needed): \_\_\_\_\_

I do solemnly affirm under the penalties of perjury that the contents of this document are true to the best of my knowledge, information, or belief. (Type or Print) Name of Individual or Chief Executive Officer of Organization	
_____	
Name	
_____	
Signature	Date
_____	_____