Inventory of 501(c)(3) Application Documents

The following documents will need to be submitted to the Internal Revenue Service in the exact order they are listed below to complete your 501(c)(3) application. Make at least two (2) copies of each document, and keep one set for your records.

Please contact us at 1-800-773-0888 if you have any questions.

1. Form 1023 Checklist (included with your 501(c)(3) package)	❒
2. Signed copy of "Power of Attorney and Declaration of Representative," IRS Form 2848	❒
3. Signed copy of "Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code," IRS Form 1023	❒
4. Schedule A	❒
5. Copy of Articles of Incorporation and/or copies of any Amendments to the Articles of Incorporation in chronological order	❒
6. Certified copy of Articles of Organization and certified copies of any Amendments to the Articles of Organization in chronological order]	❒
7. Bylaws	❒
8. Documentation of Nondiscriminatory Policy for schools	❒
9. Representative copies of newsletters, brochures or similar documents to support the description of your organization's past, present and planned activities	❒
10. A paper copy of your organization's website (if any)	❒
11. Conflict of Interest Policy	❒
12. Copies of contracts or other agreements relating to your organization's purchase of any goods or services from its officers, directors, trustees, highest-paid employees, or independent contractors	❒
13. Copies of contracts or other agreements relating to your organization's sale of any goods or services to its officers, directors, trustees, highest-paid employees, or independent contractors	❒
14. Copies of all signed leases, contracts, loans or other agreements between your organization and its officers, directors or trustees and/or highest-paid employees or independent contractors	❒
15. Copies of all signed leases, contracts, loans or other agreements between your organization and any other organization in which your organization's officers, directors or trustees are also officers, directors or trustees or in which any officer, director or trustee owns more than a 35% interest	❒

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