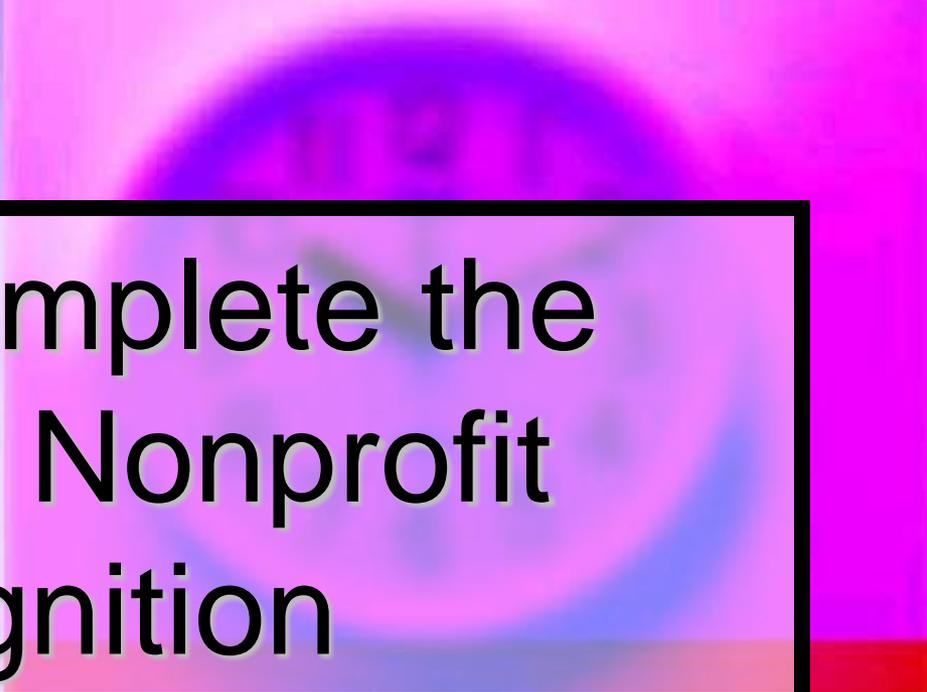
A stack of white papers, possibly forms, is shown in the top-left quadrant of the image, set against a light blue background.A blurred image of a clock face is visible in the top-right quadrant, set against a light purple background.

How to Complete the Forms for Nonprofit Recognition





Part I

- This section is focused on your nonprofit's contact information.
- FAQ- #5 You must pick a fiscal year. It can be any 12 month period of time.
- FAQ- #10 In all likelihood, you will have employees and be responsible for filing Form 990s every year.
- **Tricky question:** #8 This question is asking if you had paid help setting up your organization.



Part II

- FAQ- #1 Most nonprofits file Articles of Incorporation with their states to become recognized. If your nonprofit did so, then answer “yes” to this question and then attach a copy.
- #5 All of you should have completed your bylaws and had them formally adopted by your board in one of your first organizational meetings. If you do not have bylaws, please let me know and I will give you a copy of a draft.

Part III- A New Section

- Make sure that your Articles of Incorporation state that your purposes are charitable, religious, educational, or scientific. If they do not, you will have to amend them before completing the 1023.
- Your Articles must now also contain dissolution language.



Part IV

- This section has been changed. Now, you must describe your past, present and planned activities in a narrative on a separate sheet of paper. Be thorough. Believe it or not, the IRS reads everything.



Part V

- In general, nonprofits do not pay their Board members or Trustees.
- Officers are usually not paid if they are only board members.

