

# Formalizing A Nonprofit

This checklist covers the basics of establishing a nonprofit. The details vary from state to state, so start by looking up the process in your state. Items on the checklist represent decisions you'll need to make and paperwork to submit, so don't feel frustrated if it takes a while to complete.

Organization Name:

Org Address:

Point of Contact:

Board of Directors (Names, Addresses)

Bylaws (date approved by board)

Articles of Incorporation (date filed with state)

Employer Identification Number (EIN)

IRS Form 1023 Application

Date submitted:

Date approved:

Your state's Charitable Solicitation registration

Date submitted:

Date approved: