

## **Instructions for Registration Charitable Organizations – Online Filing**

*These instructions are for organizations filing Charitable Organization Annual Registration forms with the Department of Law online. You can use these instructions to file either an initial registration or renew a registration if you submitted your registration online last year. There are separate instructions for charitable organizations that are filing paper registration forms.*

- Charitable organization registration forms are public documents that will be made available for public review.
- Under AS 45.68.010(g), it is unlawful to knowingly provide false statements in a registration form.

### **HOW TO REGISTER**

#### **STEP 1 – PAYMENT**

- The first thing you will be asked to do is pay the \$40 registration fee by credit card.
- You will be asked for the registration period.

**Online registration for the registration period September 1, 2019 – August 31, 2020 will be available beginning July 1, 2019.**

**Select “Registration Period Ending 8/31 2019”** if you are filing an initial registration for the registration period ending August 31, 2019. *Your registration will be valid from the date your registration is complete through August 31, 2019.*

**Select “Registration Period Ending 8/31 2020”** if you are filing an initial registration for the registration period ending August 31, 2020, or if you are renewing a registration. *Your registration will be valid from September 1, 2019 (or if you file after September 1, the date your registration is complete) through August 31, 2020.*

- Once your credit card payment is accepted, you will receive an email message with a link to the website where you will enter your registration information, select the link for charitable organization registration. Please note, it may take a couple minutes to process your credit card payment.

#### **Step 2 – Complete the Registration Form**

##### ***Initial Registrations***

*For organizations who are: 1) registering for the first time, or 2) have registered in the past year using a paper registration form but are registering online for the first time*

- Enter the registration information for the organization. See the Line by Line Instructions below for details about how to complete each section of the online registration form.
- Between July 1, 2019 and August 31, 2019 you will be able to register through August 31, 2019 or August 31, 2020. Please be sure that you select the correct registration end date. Once your registration has been submitted, the registration period cannot be changed. See the line by line instructions below for the “Information” page for details.

### ***Registration Renewals***

*For organizations who registered online in the last year and received a confirmation code.*

- To renew your registration online, enter your organization’s FEIN and 10 digit confirmation code, which has this format 0-000-000-000.
- You should have received your confirmation code on the confirmation screen and by email when you completed your last online registration form. You will also receive an email message on July 31 of this year reminding you to renew your registration. The reminder email will contain your confirmation code.
- Once you log in using your FEIN and confirmation code, your registration form will be auto-filled with the registration information you submitted for your last registration. Review each page and update and/or add information as needed.
- See the Line by Line instructions below for details about how to complete each section of the online registration form.

### ***Navigation and Termination of Session***

- Once you complete a page of the online registration form, hit “Next” to move to the next page. If you need to return to a page you completed, hit “Previous.”



- If your session is terminated, or you do not complete and submit your registration form, your information will not be saved and you will need to start over (do not pay the registration fee again, just use the link in your payment confirmation email). Your session will be terminated if you hit the cancel button or close your browser.

### ***Step 3 – Keep Your Confirmation Number***

- After you complete and submit the registration form, you will see a confirmation screen that will include your confirmation number and allow you to print your registration form. You will also receive an email message that contains your confirmation number.

- Keep your confirmation number in your records. You will need the confirmation number to renew your registration online next year.

#### **Step 4 – Registration Complete**

- Your registration is complete when the Department of Law mails you a postcard notifying you that your registration is complete. Your registration information will also appear on the Department's website when your registration is complete.
- If you submit a registration form that is not complete, you will receive a written request for the missing information.
- The Department of Law may not accept a registration form that is incomplete, not signed, not legible, or contains material misrepresentations or false information.

### **Frequently Asked Questions**

#### **Will I have to enter the same information again when I renew the registration next year?**

- No, as long as you file your registration online this year. For online filers:  
Filing Online Year One – the first year you file online, you will enter all of your registration information into the online form. You will receive a confirmation number when you submit your registration information.  
Filing Online Year Two – when you renew your registration the following year, you will log in using your FEIN and confirmation number from the prior year. Once you log in, the registration form will be auto-filled with the information you submitted the previous year, and you will only need to update the information as needed.
- If you submitted a paper registration in the previous year, and you register online this year you will have to enter all of your information when you register online. The fields will not auto-fill with information from your paper filing.

#### **What is the registration deadline?**

- All Alaska registrations expire on September 1 each year regardless of what date the registration form is filed. To keep your registration from lapsing, you will need to renew your registration by filing an annual registration form by September 1.
- Organizations that file a registration form after September 1 will be registered effective the date their registration is complete.

#### **What documents to I attach to the registration form?**

- You can enter all of the registration information required into the online registration form. You will not be asked to attach or upload any documents.
- ***You are not required to submit an IRS Form 990, audited financial statement, or copies contracts with paid solicitors when you register***– you will only need to provide these documents if the Department of Law requests them.

- Do not submit copies of the organization's IRS determination letter, articles of incorporation, bylaws, or other similar organizational documents when you register. These documents are not required for registration with the Department of Law.

### **How do I fill out the registration form?**

- See the Line by Line Instructions for completing the online registration form below.

### **Does the Department of Law grant extensions of the registration deadline?**

- No, the Department of Law cannot grant extensions of the registration deadline.
- You can submit a registration form to the Department even if the organization has not completed or filed a Form 990 with the IRS.

### **Does the Department of Law charge late fees?**

- No, the Department does not charge late fees for registration forms submitted after September 1.

### **How do I withdraw a registration?**

- Send a written request to withdraw a registration to the Alaska Department of Law by one of the following:
  - By mail: 1031 W. 4<sup>th</sup> Ave, Suite 200, Anchorage, AK 99501
  - Or, by email: [lawcharities@alaska.gov](mailto:lawcharities@alaska.gov)
- Include the organization's name, federal tax ID number (EIN/FEIN), and mailing address.

## **Line by Line Instructions**

### **Charitable Organization Annual Registration Form – Online Filing**

*These instructions are for organizations filing Charitable Organization Annual Registration forms to the Department of Law online. There are separate instructions for charitable organizations that are filing paper annual registration forms.*

The section headings below match the tab headings at the top of each section of the online registration form.

#### **Welcome**

- The first page you will see is a “Welcome” page with instructions for registration will be the first page you see. Once you have reviewed it, hit next to start entering registration information.

#### **Contact**

- Enter the name, title, company and contact information of the person the Department can contact about the organization’s registration.
- If you are a paid preparer or third party preparer that is submitting a registration form on behalf of a charity, enter your contact information here.

#### **Information**

- Select the registration end date (or registration period) you are registering for.
  - **Online registration for the registration period September 1, 2019 – August 31, 2020 will be available beginning July 1, 2019.**
  - **Select “register through August 31, 2019”** if you are filing an initial registration for the registration period ending August 31, 2019. *Your registration will be valid from the date your registration is complete through August 31, 2019.*
  - **Select “register through August 31, 2020”** if you are filing an initial registration for the registration period ending August 31, 2020, or if you are renewing a registration. *Your registration will be valid from September 1, 2019 (or if you file after September 1, the date your registration is complete) through August 31, 2020.*
- Enter the organization’s nine-digit Federal EIN (FEIN) or Tax ID Number.
- Enter the organization’s legal name, and all other names the organization is identified or known as. Include any DBAs and distinctive names the organization uses to solicit donations.
- Enter the organization’s mailing address.
- Enter the organization’s location address if different than the mailing address, leave blank if the location address is the same as the mailing address.

- Enter the organization’s telephone number, email address, and website URL. If the organization does not have an email address or website, leave blank.

### **Organization**

- Select “**Yes**” if the organization is incorporated in any state (may be called a non-profit corporation) and enter the year it was incorporated and the state where it was incorporated. Select “**No**” if the organization is not incorporated and select the organization type, enter the year it was established, and state where it was established.

### **Registration**

- Select “**Yes**” if the organization has registered to solicit contributions in any other state(s), and enter the list of states. Only enter states where registration is complete.
- Select “**Yes**” if the organization has been enjoined or prohibited by any government agency or court in any jurisdiction from soliciting charitable contributions, and provide an explanation.
  - “*Jurisdiction*” means federal, state, county, city/municipal, or other government agency or court (specify which, and the location).
  - “*Enjoined or otherwise prohibited*” means prohibited by a court order, administrative order, cease and desist order, assurance of voluntary compliance, assurance of discontinuance, formal settlement agreement, consent decree, consent judgment, or other similar agreement or order.

### **Tax Exempt Status**

- Select “**Yes**” if the organization has applied for or been granted tax exempt status through the U.S. Internal Revenue Service (IRS). Select the subsection of the IRS code that the organization has applied or been granted tax exempt status under, for example 501(c)(3).
  - If the organization has applied for tax exempt status but *has not received a determination letter*, enter the date of the application.
  - If the organization *has received a determination letter* from the IRS, enter the date of the determination letter (you can leave the application date blank).
- Select “**Yes**” if the IRS has ever denied, revoked, or modified the organization’s tax exempt status. Enter the date of the IRS action, and the select the type of action that occurred.

### **Solicitation Methods**

- Select all of the methods the organization uses to solicit contributions. If you select “other” please enter a short description of the solicitation method in the space provided. You can select more than one solicitation method.

### **Purpose of the Organization**

- Select the option that best describes the primary purpose(s) of the organization. You can select more than one option.
- Enter a brief description of the organization’s specific purpose(s) and the program(s) the organization solicits contributions for.

### **Officials**

- Enter the names, titles, and addresses of the organization’s current officials. Include officers, board members, trustees, and the organization’s executive director (or individual with equivalent position).
- If the individual’s mailing address is the same as the organization’s mailing address, select “Same as Mailing” and the address fields will auto-fill with the organization’s information.

The image shows a portion of a web form. It contains three rows of input fields:
 

- The first row is labeled 'Title' and has a light green text input field.
- The second row is labeled 'Same as Mailing' and has a small, light green square checkbox.
- The third row is labeled 'Mailing Address' and has a yellow text input field with the word 'Required' written in red text inside the field.

### **Paid Solicitor**

- Select “**Yes**” if the organization used paid solicitors to solicit contributions in Alaska in the past year, and enter the solicitor’s company name and contact information.
  - *If the solicitor is an individual*, enter the person’s name on the “Company” line.
  - “*Paid solicitor*” means a person who is required to register with the Department of Law under AS 45.68.010(b) or as defined by AS 45.68.900(4), you can find the statutes on the [Department’s website](#). The definition of paid solicitor does not include the organization’s bona fide employees and volunteers, and typically does not include grant writers.
- By submitting a registration form, the organization agrees to provide copies of contracts with any paid solicitors listed on the form to the Department of Law if the Department requests them. Do not submit copies of paid solicitor contracts when you submit your registration form.

### **Financial Information**

- Enter the start date and end date for the last full fiscal or accounting year the organization completed.
  - “*Fiscal or accounting year*” is time period the organization uses for accounting purposes and to prepare financial statements.
  - *New organizations* may not have completed a full accounting year—if this is the case you can enter the start date and leave the end date blank.

- Enter the organization’s total revenue and total expenses for the last fiscal or accounting year the organization completed.
  - *The total revenue and expenses* can be taken from the organization’s accounting records—you are not required to reference an IRS Form 990 to complete this section.
  - *“Total revenue”* means the total amount of funds the organization received from all sources during the accounting/fiscal year.
  - *“Total expenses”* means the total amount of funds the organization paid out during the accounting/fiscal year.
  - *New organizations* that have not completed a fiscal or accounting year can enter “0” (zero) revenue and expenses.
- Select **“Yes”** if the organization filed a Form 990 with the IRS for the last fiscal or accounting year it completed, and select the type of 990 it filed. If the organization has not yet filed a Form 990, but was granted an extension of the filing deadline, select **“Yes”** and enter the date the Form 990 is due.
- Select **“Yes”** if the organization completed an audited financial statement for the last fiscal or accounting year it completed. “Audited financial statement” means an independent audit, prepared in accordance with generally accepted accounting principles, and accompanied by the opinion of a certified public accountant.
- (E) By submitting a registration form, the organization agrees to provide copies of any Form 990 or audited financial statement referenced in the registration form to the Department if the Department of Law requests them.

### **Signature**

The registration form can be signed by either a member of the organization’s governing body (such as an officer, board member, or trustee), or by any authorized employee of the organization. The signature does not need to be notarized.

If a paid preparer or third party preparer is submitting the registration form on behalf of a charity, the preparer can enter the signature information of the individual who is signing the registration form on behalf of the charitable organization. Check the box below if this is the case.

The contact person for this registration is a paid preparer that is filing this registration form on behalf of the organization. The individual signing this registration has authorized the paid preparer to enter their signature information below.



