



**State of Rhode Island
Department of Business Regulation
1511 Pontiac Ave
Cranston, RI 02920**

**Requirements for Initial and Renewal Applications for
Charitable Organization Registration**

Before completing your online application, please check to make sure you have the following information available:

- ☐ Employer Identification Number (EIN)
- ☐ Name and address of person with custody of Organization's books and records if the Organization does not maintain an office.
- ☐ List of other states where the organization has a license or is registered.
- ☐ Percentage of contributions received in the immediately preceding year which was spent for fundraising and administration. If exact percentage is unavailable, an estimate is needed.

Required Financial Documents:

- ☐ All charities must provide an IRS 990 form (unless your charitable organization is new and has not completed their first fiscal year)
- ☐ If the charitable organization's annual income is **\$1,000,000 or more**, an audited financial statement prepared by an independent certified accountant is required to be submitted with the IRS 990.
- ☐ If financials are not available at the time of renewal, a written request accompanied by an IRS Form 8868 may be uploaded in place of the IRS 990 and/or audited financials.
- ☐ List of name(s) and address(es) of all professional fundraisers and fundraising counsel who are acting or have agreed to act in this state on behalf of the organization.
- ☐ Copy of the contract for the professional fund raiser and fundraising counsel services

You will be asked to disclose:

- ☐ If any government agency or court enjoined the applicant, its officers, directors, members, trustees or senior-level executives from soliciting contributions.
- ☐ If applicant's license or registration has been suspended, canceled or had any other administrative actions taken against it by any governmental agency.
- ☐ If any directors, officers, members, trustees, partners, senior level executive employees of the Charitable Organization been convicted of a felony, pled nolo contendere to a felony charge; been held liable in a civil action involving fraud, embezzlement, fraudulent conversion or misappropriation of property; had any concerning legal actions, administrative actions, civil or criminal actions taken.

**ALL CONTRACTS MUST BE SUBMITTED TO THE DEPARTMENT WITHIN 10 DAYS OF EXECUTION.
IF THERE ARE ANY MATERIAL CHANGES TO THE INFORMATION PROVIDED, THE DEPARTMENT IS TO
BE NOTIFIED WITHIN 20 DAYS OF THE CHANGE.
THESE CHANGES MUST BE EMAILED TO THE DEPARTMENT AT DBR.CHARITYINQUIRY@DBR.RI.GOV.**