

Checklist to Become a 501 c 3 Non-Profit Organization

- Determine coalition's purpose
- Form Steering Committee or Executive Board
- File articles of incorporation.
- Draft bylaws.
- Develop strategic plan.
- Develop budget and resource development plan.
- Establish record-keeping system for the coalition's official records.
- Establish accounting system.
- File Internal Revenue Service (IRS) determination of federal tax exemptions.
- Meet requirements of state, county, and municipal charitable solicitation laws.
- Obtain employer identification number from IRS.
- Register with state unemployment insurance bureau.
- Apply for nonprofit mailing permit from U.S. Postal services
- Obtain directors' or officers' liability insurance.