



**Audience:** All cities that wish to incorporate as a 501c3.

**Purpose:** A quick one-sheet guide for cities to begin creating a 501c3.

## Getting Started

- First you should order a copy of NOLO's [How to Form a Nonprofit Corporation](#) by Mancuso
- Second you should [setup a mailbox](#) at your local UPS store (they offer a real street address, not a PO Box, which will remove some roadblocks later in the process)
- Third you should identify your officers and board members (**see Appendix A**)
- Fourth you should write by-laws and ratify with officers and board (**see Example**)
- Fifth you should prepare a statement of Activities, Revenue, and Expenses
  - What specific activities do you conduct?
  - What percentage of your time and resources you spend on the activities?
  - Projections of likely revenue and expenses for the current year and future two years.

## Articles of Incorporation

- Navigate to your Secretary of State website
- Find the [online forms](#) for a Business/Corporation
- Select the Articles of Incorporation used for formation of non-profit domestic corporations
- File your Articles of Incorporation (**see Appendix B**)

## Employer Identification Number

- Once you are incorporated you can obtain an Employer Identification Number (EIN) from the IRS Website by filing an [online SS-4](#)
  - As soon as you have an EIN you can get a bank account

## Recognition of Exemption

- Before you begin, complete the [Form 1023-EZ Eligibility Worksheet](#) (pages 11 to 18)
- Read all instructions on the [IRS website for the 1023-EZ](#)
- Complete the 1023-EZ form
  - Create account at [pay\(dot\)gov](#)
  - Enter "1023-EZ" in the search box
  - Complete the form

## State Sales Tax Exemption

- Navigate to your State's Department of Revenue website
  - Find the [online forms](#) for a nonprofit
  - Select the Nonprofit Application for Sales Tax Exemption
  - File your Nonprofit Application for Sales Tax Exemption



## Appendix A

# Example Officers

- CHIEF EXECUTIVE OFFICER
- CHIEF OPERATING OFFICER
- CHIEF FINANCIAL OFFICER
- CHIEF TECHNICAL OFFICER
- CHIEF LEGAL OFFICER

# Example Board Members

- Education Community Representative
- Business Community Representative
- Local Lawyer
- Public Official
- Community Advocate

## Appendix B

# Example Articles of Incorporation

### STATEMENT OF PURPOSE

The purposes for which the **[corporation]** is organized are exclusively charitable, scientific, and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

### TYPE OF CORPORATION

Public benefit corporation, which is organized for a public or charitable purpose

### DISTRIBUTION OF ASSETS

The property of this corporation is irrevocably dedicated to educational and scientific purposes. Upon the dissolution of the Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for educational or scientific purposes and which has established its tax-exempt status under section 501(c)(3) of the Internal Revenue Code.