

1. All fees due, including a \$15.00 initial Registration Fee: payable to: "Illinois Charity Bureau Fund".
2. "Charitable Organization Registration Statement" (Form CO-1), note all attachments required on form.
3. A completed form AG990-IL and a copy of the Federal Returns filed with the IRS for each of the past 3 years or for each year of the organization's existence (if more than three years prior to registration attach 3 years subject to further requests); or if the organization has been in existence less than 1 year submit the "Charitable Organization Financial Information Form" (Form CO-2)).
4. A list of names, mailing addresses, and day time phone numbers of **all Officers, Directors and/or Trustees**.
5. A copy of the **IRS Determination Letter** or if pending, submit a copy of **IRS Form 1023 or 1024**.
6. If applicable, copies of **all contracts with Professional Fund Raisers**.
7. If applicable, the "**Religious Organization Exemption Form**" (Form CO-3).
8. **IF A CORPORATION:** Illinois Articles of Incorporation or Articles of Incorporation other than those from Illinois and a Certificate of Authority to do business from the Illinois Secretary of State. All Amendments to the Articles of Incorporation. By-Laws of the Corporation.
9. **IF AN UNINCORPORATED ASSOCIATION:** Constitution and all amendments and By-Laws of the Association.
10. **IF A REPRESENTATIVE OF A PROBATE ESTATE (Containing Charitable Gifts):** Will and Letters of Office. Inventory; Declarations of Trust for any trusts into which the Will pours over and all Amendments thereto.
11. **IF A CHARITABLE TRUST OR A LIVING INTER VIVOS TRUST:** Declaration of Trust, and all Amendments thereto; Inventory and recent accounting.

**NOTE: Illinois law requires charitable organizations and trusts to file an annual financial report each year and pay an annual filing fee of \$15 (and pay a \$100 late report fee for each late report).**

Direct the above registration materials, including all required fees payable to the "Illinois Charity Bureau Fund" to:

Office of the Illinois Attorney General  
Charitable Trust Bureau  
100 West Randolph Street, 11<sup>th</sup> Floor  
Chicago, Illinois 60601-3175  
(312) 814-2595

**NOTE: LATE REGISTRATION FEES:**

- The Solicitation for Charity Act requires that an organization which registers late must pay a late registration fee of \$200.
- The Trust Act and Solicitation Act both also imposes a \$100 late annual financial report filing fee for each annual report filed late.
- All fees due must accompany registrations.

**SEE:**

**CHARITABLE TRUST ACT**                      **760 ILCS 55/1 et. Seq.**

**SOLICITATION FOR CHARITY ACT**        **225 ILCS 460/1 et. Seq.**