Charitable Registration and Filing
User Guide
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Chapter 1 – Online Charitable Registration

A. Creating an Account
First time users will need to create an account:

a. Enter e-mail address (this will be your username)
b. Create a password - there are no minimum length or special character requirements
c. Re-enter password in “Confirm password” field
d. Type first and last names in “First name” and “Last name” fields
e. Enter phone number in “Your phone number” field
f. Select your relationship to the organization from the dropdown list;
   If “Other” is chosen, enter the relationship in the “Other (please specify)” field
g. If you do NOT wish to receive an informational nonprofit newsletter from the Ohio Attorney General’s Office (OAG), uncheck the box
h. Click the Create button to begin the account creation process

Notes: _____________________________________________________________________________
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I. Step 1: Employer Identification Number (EIN)

* Required

In order to get an EIN, or for further EIN-related information, call the IRS at (800) 829-4933 or go to http://www.irs.gov.

Also known as a Federal Tax Identification Number, an EIN is a nine-digit number assigned by the Internal Revenue Service and is used to identify tax accounts.

II. Step 2: Create Account

a. Select Yes or No option to indicate whether the organization has a parent organization that files a federal tax return with the IRS on behalf of the chapter.

b. If Yes, click the Next button and proceed to
   If No, click the Next button and proceed to Step 3
i. If the **Yes** option is chosen enter the Parent Organization EIN in the EIN field
ii. Click the **Next** button
iii. Parent Organization confirmation screen displays
   1. Click **Yes** to confirm this is the correct parent organization
      OR
      Click **No** if the incorrect parent organization. Confirm that you have the correct EIN. If there is still an issue, contact the parent organization or our office
   2. Create Account screen appears with a message that the parent organization is responsible for completing the annual reporting requirements on your organization’s behalf. Should the parent organization no longer file on your behalf, then your organization will be responsible for completion of the annual filing

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**Notes:**

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Chapter 1 – Online Charitable Registration | A. Creating an Account

II. Step 2: Create Account (continued)
III. Step 3: Organization’s Presence in Ohio

If the No option was chosen from Step 2.a. of the Create Account process (see page 4), you’ll be asked whether the organization has any legal, physical, programmatic, and/or financial presence in the State of Ohio.

This question is asked because these factors affect the organization’s filing requirements with the Ohio Attorney General’s Office.

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IV. Step 4: Organization Information
Enter information about your organization.

a. **Organization** Section:
   i. Enter the Organization’s name into the **Name** field
   ii. Enter all of the organization’s DBAs in the **Doing Business As (if applicable)** field
   iii. Select the type of organization from the **Type** dropdown list

b. **Business Location** Section:
   i. Select the Country, if other than United States, from the **Country** dropdown list
   ii. Enter the address into the **Address line 1** field; if additional space is needed, use **Address line 2**
   iii. Enter the city in the **City** field
   iv. Select the state from the **State** dropdown list
   v. Select the county from the **County** dropdown list
   vi. Enter the zip code into the **ZIP code** field

c. **Mailing Address** Section:
   i. Check the **Use business location** checkbox to indicate the mailing address is the same as the business location address entered in the previous section
   OR
   Repeat steps i. – vi. from Step 4.b. above to enter a mailing address that is different from the business location address

d. Click the **Next** button

All fields with a red asterisk (*) indicate a required field that must be completed

Notes: ________________________________________________________________

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Chapter 1 – Online Charitable Registration | A. Creating an Account
V. Step 5: Additional Questions about the Organization
Solicitation activities, founding date, revenue

a. Select Yes or No to indicate:
   If the organization intends to or has solicited charitable contributions from Ohioans on its own behalf within the past three years

b. Select Yes or No to indicate:
   If the organization hired a professional solicitor, fundraising counsel, and/or commercial co-venture within the past three years

c. Enter the date of formation, incorporation, agreement or constitution in (MM/DD/YYYY format; for example, 11/01/2014). You can also click on the calendar icon to choose a date from the pop-up calendar

d. Select Yes or No to indicate:
   If the organization intends to or in the past three years has had annual gross revenue exceeding $25,000

e. Click the Next button
VI. Step 6: Verification of Information

a. This screen displays all information that has been entered so far in the Create Account process.
b. Review Steps 1 – 5; if any step is incorrect or missing information, click the Edit button within that step and correct or add the information.
c. Click the Submit button when you've confirmed all information displayed is correct.

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VII. Step 7: Confirm E-mail Address

a. Confirmation page displays a message thanking you for creating an account
b. Open the e-mail from CharitableRegistration@OhioAttorneyGeneral.gov
   i. If you can’t find the e-mail in your Inbox, check your bulk/junk folder
c. Click the link in the e-mail to finish creating your account

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Chapter 1 – Online Charitable Registration | A. Creating an Account
d. You are directed to the Charitable Registration confirmation page. Click the **login** link to sign into your account.
Chapter 2 - Log-in and Navigation Menu

A. Log In

a. Enter the e-mail address you used in the Create Account process in the E-mail field
b. Enter the password that you used in the Create Account process in the Password field
c. Click the Log in button

Click Password help if you need to change your password or forgot your password

B. Organization Landing Page

Your name is displayed next to a log out link at the top of the Navigation menu on the left side of the page. The time remaining in your session is also displayed. (For your protection, you'll be logged out after 60 minutes of inactivity.)

Welcome message displaying your first name, last name, organization name, and “Edit information” hyperlink

The To Do List section provides a list of required tasks that need to be completed, such as:
• Registration
• Submit a Fee
• Submit a Late Fee
• File an Annual Report
• Upload Documents

(See Chapter 3 for details about each item)

The Menu section provides a list of activities:
• To Do List
• Add Organization
• Change Organization
• Edit Information
• Request Exemption
• Upload Documents
• Help
• Contact
• Research Charities

(Each Menu item is explained in the rest of this chapter)
C. Navigation Menu

The following activities are listed under the Menu heading on the left side of the page

I. To Do List
   Provides a list of required tasks that need to be completed (see Chapter 3 for details)

II. Add Organization
   Allows you to add multiple organizations to be associated with your account
   a. Click the Add Organization link in the Menu list. (Refer to Chapter 1, Section A, Steps I through VI of Creating an Account [pages 4-9] to complete the next steps.)
   b. Once completed, you'll receive an e-mail confirming the new organization has been added to your user account.

III. Change Organization
   Allows you to switch from one organization to another
   a. Click the Change Organization link in the Menu list. (Refer to Chapter 1, Section A, Steps I through VI of Creating an Account [pages 4-9] to complete the next steps.)
   b. All organizations/EINs associated with your account are displayed.
   c. Indicate the organization you wish to view by selecting the button next to it.
   d. Click the Next button
IV. **Edit Information**

Allows you to edit some of the organization’s information on file with our office.

Only information with edit field boxes can be updated. Red asterisks (*) indicate required fields that must be completed.

a. Enter your phone number in the **User Information** section.

b. Enter the organization’s website URL (if applicable), and a brief description of the organization’s purpose in the **Organization** section.

c. The organization’s country, address line 1, address line 2, city, state, county, zip code, phone number, and fax number (optional) can be edited/added in the **Business Location** section.

d. The business location information can be used in the **Mailing Address** section, or this information can be edited by unchecking the box and updating the country, address line 1, address line 2, city, state, county, and/or zip code fields.

e. Click the **Submit** button after making the desired edits.

f. All of the users attached to the organization will receive a notification e-mail after the changes are submitted.

**Notes:**

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V. Request Exemption

1. Step 1: Request Exemption(s) from List
   a. Select all exemptions that apply from the list of exemptions your organization may qualify for.
   b. Click the Next button

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2. Step 2: Supporting Documents
Depending on the exemption selected, supporting documents will need to be submitted online, faxed, or mailed

a. To submit documents online:
   
i. Choose the Upload Documents option button
   ii. Select the document description from Document Description dropdown list
   iii. Click the Browse button to locate the file
   iv. A new window opens
      1. Locate the file to upload
      2. Click the Open button
   v. Click the Add File button
   vi. Uploaded documents are listed in a table that shows the document name and document description; you have the option to view or remove documents from the upload documents list
      1. Click Remove to remove the document from the grid
      2. A box will appear asking “Do you really want to remove this item?”
      3. Click OK to remove or Cancel to cancel the action
   vii. Click the Next button once all documents to be uploaded are in the list
b. To submit documents via fax or mail:
   i. Choose the **Mail or fax documents** option button
   ii. Mail supporting documents to:
       Ohio Attorney General’s Office
       150 East Gay Street, 23rd Floor
       Columbus, OH 43215
   iii. Fax supporting documents to:
       (877) 690-1814
   iv. Click the **Next** button

c. The **Request Exemption** confirmation page appears:

d. Click the **OK** button

**NOTE:** Supporting documentation MUST BE received within three weeks of your request. If documents are not received within this timeframe, the exemption request will be rejected.
VI. Upload Documents

a. Click the **Upload Documents** link in the **Menu** list
b. Select the document description from the **Document Description** dropdown list
c. Click the **Browse** button to locate the file
d. A new window opens
   i. Locate the file to upload
   ii. Click the **Open** button
e. Click the **Add File** button
f. Uploaded documents are listed in a table that shows the document name and document description; you have the option to view or remove documents from the upload documents list
   i. Click **Remove** to remove the document from the grid
   ii. A box will appear asking “**Do you really want to remove this item?**”
   iii. Click **Ok** to remove or **Cancel** to cancel the action
g. Click the **Submit** button once all documents to be uploaded are in the list
h. A confirmation will appear to show the document(s) were uploaded successfully
   i. Click **OK**
VII. Help
Provides a list of Charitable FAQs

a. Click the Help link from the Menu list
b. The Charitable Registration System Help page will appear
c. Select any question link and you will be taken to the answer to that question

VIII. Contact
Provides the Charitable Law Section’s contact information

Questions
What is an EIN?
Our group is part of a national organization, but how do I know if we need to file separately?
What is a parent organization EIN?
We want to operate our organization under a different name or as DBA (doing business as). Can we do that?
How do I determine what our organization type is?
Our charity works out of different locations, including people’s homes. What should we list as our organization’s location?
How much did your agency generate from bingo receipts?
What should we list as our mailing address?
How do we know if we qualify for an exemption?
Does your organization do all of its own fundraising?
Will any outside fundraisers be used during the course of the year?
How do we determine what our agency’s date of formation should be?
How should we calculate our annual revenue?
Where do I find the secretary of state charter number?
What is a “bingo license number”?

Contact
Ohio Attorney General
Charitable Law Section
150 E Gay Street, 23rd fl.
Columbus, OH 43215
Phone: (800) 282-0515
Fax: (614) 728-6408
Email: CharitableRegistration@OhioAttorneyGeneral.gov

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Chapter 2 – Log-in and Navigation Menu | C. Navigation Menu
IX. Research Charities

Takes you to the Research Charities page, which allows you to search for charitable organizations registered with the Attorney General’s Office

a. Enter part or all of the organization’s name in the Organization Name/DBA Name field, and/or part or all of the organization’s EIN in the Employer Identification Number field

i. Select from the following options in the dropdown lists next to the Name and EIN fields: Begins with, Contains, Ends with, and Equals

ii. Entering information in both fields limits the results to organizations that meet both the name and EIN criteria entered

b. Organizations that meet the criteria entered will appear in a list showing their name, DBA names, EIN, city, state, and zip code:

Links to a number of additional sources of information about charitable organizations are also provided
c. Click the **Details** link in the last column of the list to view more information about the organization.

d. The **Organization Details** box that appears shows the following information:

   i. Organization Name
   ii. EIN
   iii. Address
   iv. City
   v. State
   vi. Zip code
   vii. County
   viii. Country
   ix. Telephone
   x. Web address
   xi. Date of formation
   xii. Organization type
   xiii. Description of organization purpose
   xiv. Exemptions granted (if applicable)
   xv. Whether or not the organization’s registration with the Ohio Attorney General’s Office is up-to-date
   xvi. The following information from the most recent annual report filed by the organization:

   1. Reporting year
   2. Reporting start date
   3. Reporting end date
   4. Total revenue
   5. Total expenses
   6. Total program expenses
   7. Percent of total expenses
   8. Total assets

e. To print the information, select the **Print** button
   i. A popup box will ask whether you want the printout to list the **Board of Directors**; select either the **Yes** or **No** button

f. To close the Organization Details box without printing, click the **OK** button
Chapter 3 – To Do List

A. Register
Completing this form is required as part of the organization’s initial registration with this office
a. To begin, click Registration from the To Do List screen

I. Step 1: Organization Information
Enter information into all required fields
Some fields are already populated with data
a. **Organization** information
i. Enter the organization’s name in the **Organization** field
ii. Enter the organization’s website in the **Website** field (optional)
iii. Enter the **Secretary of State Charter Number** (optional)
iv. Enter the **Ohio Bingo License Number** (optional)
b. **Business Location** information
i. Choose the country from the **Country** dropdown list (if other than the United States)
ii. Enter the business location address in the **Address Line 1** field (if additional space is needed, use **Address Line 2**)
iii. Enter the city in the **City** field
iv. Choose the state from the **State** dropdown list
v. Choose the county from the **County** dropdown list
vi. Enter the zip code in the **ZIP Code** field
vii. Enter the **Phone Number** with area code
viii. Enter the **Fax Number** (optional)
c. **Mailing Address** information
i. Keep the **Use business location** checkbox checked to use the business location address
ii. To use a different address, unclick the box and follow steps i through vi from part b above
d. Click the **Next** button
II. Step 2: Formation Type, Important Dates, Probate Info, Fiscal Year End
   a. Select the organization’s formation type (Association, Corporation, Individual, or Partnership) from the Select a Formation dropdown list
   b. The Date of formation, incorporation, agreement or constitution will already be filled in
   c. Enter the Internal Revenue Service tax exemption date (mm/dd/yyyy) or select the date by clicking the calendar icon
   d. Enter the Date trust funded (mm/dd/yyyy) or select the date by clicking the calendar icon (optional)
   e. Enter Probate Number (optional)
   f. Enter Date of Probate (mm/dd/yyyy) or select the date by clicking the calendar icon (optional)
   g. Enter information in the Estate of field (optional)
   h. Select a month from the Fiscal year end dropdown list
   i. Click the Next button
III. Step 3: IRS Purpose Code, Asset Information, Filing on Behalf of Chapters

a. Enter the **Primary IRS Purpose Code**
   i. Click the question mark icon for a link to a website with a full list of purpose codes

b. Enter details in **Description of Organization’s Purpose** field

c. Enter details in **Full description of assets** field (e.g., checking accounts, buildings and land owned, etc.)

d. Enter the **Most recent current value of assets**

e. Enter **State(s) in which assets are located**

f. Click the **Add New** button if your organization files a group IRS tax return on behalf of its chapters
   i. Enter the **Chapter Name**
   ii. Select the **Country** from the dropdown list
   iii. Enter the address in **Address line 1** (use **Address line 2** if additional space is needed)
   iv. Enter the **City**
   v. Select the **State** from the dropdown list
   vi. Select the **County** from the dropdown list
   vii. Enter the **ZIP code**
   viii. Enter the chapter’s **EIN**
   ix. Click the **Submit** button
   x. Click the **Add New** button and go through steps i – ix above for additional chapters

g. Click the **Next** button
IV. Step 4: Organization’s Creating Documents

In order to complete the registration you must upload your organization’s creating documents and a copy of the Federal Tax Exemption Determination Letter.

Examples of creating documents:
- Articles of incorporation/association
- Bylaws
- Constitution
- Current charter
- Instrument of trust

a. Refer to Chapter 2, Section F, Step 2.a (Supporting Documents) (page 16) for instructions to Upload documents
b. You can also select to Mail or fax documents
c. Click the Next button to continue the registration process
V. Step 5: Verification & Submission
   a. The screen displays all information that has been entered in the registration process
   b. Take time to review each step
   c. If any step is incorrect or missing information, click the Edit button within that step and correct or enter the information
   d. Click the Submit button to complete the registration process
B. File Annual Report

A File Annual Report option is displayed when an organization is required to submit financial information for a particular fiscal year.

a. To begin, click File Annual Report from the To Do List screen.

I. Step 1: Filing Year, Initial Questions to Determine Filing Requirements

a. Select the Desired filing year from the dropdown list.

b. Select the Yes or No option to answer Did your organization, on its own behalf, solicit Ohioans (contributions, instant pull tabs, bingo, special events, etc)?

c. Select the Yes or No option to answer Did you hire a professional solicitor, fundraising counsel, and/or commercial co-venturer?

d. Enter the appropriate value in the Enter Amount of Gross Revenue field. (Keep in mind that Gross Revenue does not include governmental grants and funding from other 501(c)(3) organizations)

e. Enter the appropriate value in the Enter the Amount of Total Assets field

f. Select the Next button

NOTE: Be sure to enter accurate information on this page – Once you click the Next button you will not be able to change your responses if it is determined that a full report is not required based on incorrect information.
II. Step 2: Organization Information, Addresses
Some fields are already populated from the account creation and registration process; enter information into all necessary fields

a. **Organization** information
   i. See Chapter 3, Section A, Step I.a (page 22)

b. **Business Location** information
   i. See Chapter 3, Section A, Step I.b (page 22)

c. **Mailing Address** information
   i. See Chapter 3, Section A, Step I.c (page 22)

d. Click the **Next** button

Notes: ______________________________________________________
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III. Step 3: Revenue, Expenses, Assets, Liabilities

a. **Revenue** information
   i. Enter the amount of **Individual contributions, gifts, grants and similar amounts received**
   ii. Enter the amount of **All other revenue**
   iii. The **Total revenue** field automatically sums the previous two revenue fields

b. **Expenses** information
   i. Enter the amount of **Program service expenses**
   ii. Enter the amount of **All other expenses**
   iii. The **Total expenses** field automatically sums the previous two expenses fields

c. **Assets** information
   i. The **Total assets** field will be filled in with the amount you provided in Step 1 (page 27)

d. **Liabilities** information
   i. Enter the amount of **Total liabilities**

e. Click the **Next** button
IV. Step 4: Board of Directors, Conflict of Interest, Audits, Officer/Director Info

a. Answer **How many times did the board of directors meet in the last fiscal year?**

b. Select **Yes** or **No** to answer **Do you have a conflict of interest policy?**

c. Select **Yes** or **No** to answer **Did your organization have an audit conducted by a certified public accounting firm for the same fiscal year for which you are filing?**

d. Enter information into the **Officers/Directors/Trustees/Executive Personnel Worksheet**
   
   i. Check **Use business location** to fill in the address fields with the business location address; to use a different address, enter the information in the fields manually
   
   ii. Enter the **First name**

   iii. Enter the **Last name**

   iv. Select the **Country** from the dropdown list

   v. Enter the address in **Address line 1**; if additional space is needed, use **Address line 2**

   vi. Enter the **City**

   vii. Select the **State** from the dropdown list

   viii. Select the **County** from the dropdown list

   ix. Enter the **ZIP code**

   x. Enter the individual’s **Title/Position**

   xi. Enter the individual’s **Annual Compensation**

   xii. Enter the **Average hours per week** the individual works on organization business

   xiii. After completing all the fields, click the **Add New** button
xiv. To add another officer, director, etc., repeat the 12 steps listed under IV.d on the previous page

xv. To remove an entry, click the **Cancel** button

xvi. To reduce loading time, up to 10 board members can be submitted at a time

   a. You can see the number of board members ready to be submitted in the dropdown list above the three buttons at the bottom of the worksheet
   b. Selecting a name from the dropdown allows you to edit or delete the selected board member

xvii. Click the **Submit** button to submit the board members you’ve entered

   a. When you click Submit, the information appears below “Submitted officers/directors/trustees/executive personnel”:

   b. Use the **pencil icon** to edit a board member that has been submitted, and the **red “x” icon** to delete an already submitted board member

xiv. Click the **Next** button when all board members have been submitted

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**Chapter 3 – To Do List | B. File Annual Report**

**IV. Step 4: Board of Directors; Conflict of Interest; Audits; Officer/Director Info (cont.)**
V. Step 5: Organization Aliases, Additional Solicitors

a. Adding Organization Aliases
i. Click the Add New button if your organization solicits funds under any name other than the name given; aliases we already have on file are listed in the “Current aliases” field
ii. Enter the alias name in the field that appears below the Add New button
iii. Use the red “x” icon beside this field to delete an alias

b. Additional Solicitors information
i. Click the Add New button if your organization uses professional solicitors, fundraising counsel, or commercial co-venturers
ii. In the popup window that appears, enter the Name
iii. Select the Country from the dropdown list
iv. Enter the address in Address Line 1; if additional space is need, use Address Line 2
v. Enter the City
vi. Select the State from the dropdown list
vii. Select the County from the dropdown list
viii. Enter the ZIP code
ix. Enter the Phone number
x. Select the Type from the dropdown list
xi. Enter the Salary
xii. Enter the Bonus amount
xiii. Enter the Commission amount
xiv. Enter the Expenses
xv. Enter Other Renumerations
xvi. Click the OK button
xvii. Repeat these steps to add more solicitors
xviii. Click the Next button
VI. Step 6: Ohio Office, Chapters/Affiliates in Ohio, Financial Record Custodian

Based on your organization’s status and the information you provided in Steps 1 through 5 of the Annual Report, you may need to complete Steps 6 through 8. If not, you’ll be taken directly to Step 9.

a. Section 1
   i. Fields will only appear if your primary office is not located in Ohio
   ii. If your primary office is located outside of Ohio, enter the requested address, phone number, and organization formation information

b. Section 2
   i. Click Add New if your organization files a group federal tax return on behalf of other chapters and/or affiliates in Ohio
   ii. A new window will open; enter details in all fields and click the OK button
   iii. The window will close and you’ll return to Step 6 of the Annual Report
   iv. To add more chapters and/or affiliates, click Add New again
   v. Click the pencil icon to edit chapter/affiliate information, and the red “x” icon to delete information

c. Section 3
   i. If your organization does not maintain an Ohio office, enter the requested contact information for the custodian of financial records
VII. Step 7: Charitable Activities; Solicitation Info; Contribution and Distribution

Custodians

a. Section 1

i. Enter a **Description of the schedule of activities carried on by the charitable organization in the performance of its purpose**

ii. Enter information regarding **How the charitable contributions be used to fulfill the charitable purpose**

iii. Enter the dates **When the solicitation will be conducted**

iv. Select **In which Ohio counties the solicitation will be conducted**
a. Section 2

i. Enter the names and contact info of individuals within the organization who have final responsibility for the custody of contributions

1. Enter the First name
2. Enter the Last name
3. Select the Country from the dropdown list
4. Enter the address in Address line 1; if additional space is needed, use Address line 2
5. Enter the City
6. Select the State from the dropdown list
7. Select the County from the dropdown list
8. Enter the ZIP code
9. Enter the Phone number
10. Click the Add New button

NOTE: Up to 10 contribution and distribution custodians can be entered at a time; refer to the Officers/Directors/Trustees/Executive Personnel Worksheet instructions on pages 30-31 to edit, delete, and submit custodians that you’ve added. If the same individual(s) serve as both contribution and distribution custodians, you can copy their info from one custodian entry area to the other using the Copy button.

ii. Enter the names and contact info of individuals within the organization who have final responsibility for the custody of distributions

1. Follow Steps 1 – 10 above
2. Click the Next button
VIII. Step 8: Solicitation Registration Info, Legal & Regulatory Actions, Contributions, Bingo Proceeds, Distributions

a. Section 1
   i. Select States where the organization has registered or is authorized to solicit contributions
   ii. Select Countries where the organization has registered or is authorized to solicit contributions
b. Section 2
   i. Select Yes or No to indicate whether your organization has been enjoined or otherwise prohibited by a governmental authority or court from soliciting
   ii. Select Yes or No to indicate whether your organization had its registration or authority denied, suspended, revoked or enjoined by any court or other governmental authority
   iii. Select Yes or No to indicate whether your organization made a voluntary agreement with a governmental authority through a court or administrative body, such as compliance or assurance of discontinuance
   iv. Select Yes or No to indicate whether your has been issued or received a cease and desist order from a governmental authority
   v. Enter an explanation in the text field for any question you answered “Yes” to in Section 2

c. Section 3
   i. Enter the Amount contributed by Ohio residents in the preceding fiscal year, including bingo proceeds
   ii. If a national organization or an organization located outside of Ohio, indicate the amount of distributions to Ohio residents
   iii. Enter the Amount of gross bingo proceeds generated in Ohio
   iv. Describe the Charitable purpose for which last year’s contributions were used
   v. Click the Next button
IX. Step 9: Verification & Submission

a. The screen displays all information that has been entered during the File Annual Report process.

b. Take time to review each step; if any step is incorrect or missing information, click the Edit button within that step to correct or add information.
   i. After correcting or adding the information, continue to click the Next buttons at the bottom of each step to return to Step 9.

c. Click the Submit button.

d. If fees are owed, the Submit Fees page will appear.
C. Submit Fees

If fees are owed, you'll see the Submit Fees page immediately after submitting your annual report; if you don’t pay the fee(s) at this time, you’ll see a Submit fees (YYYY) link in the organization’s To Do List.

a. Click Submit Fees (YYYY) from the To Do List.
b. The screen displays fee(s) due amount for that fiscal year.
c. Choose one of the following three payment methods to submit your payment:
   i. Click Pay by e-check
      1. Proceed to Online Payment Process
      2. Select Trust or Solicitation
      3. Enter required fields about the bank account to be used, confirm information and print receipt
      4. The screen will display a message that the fee has been submitted
      5. Click the OK button to return to the To Do List
   ii. Click Pay by credit card
      1. The steps are the same as those for Pay by e-check above, but you’ll enter credit card information rather than bank account information
   iii. Click Mail a check button
      1. The screen displays a message to check your e-mail; the information needed to mail the check will be included in the Invoice for charitable registration fees e-mail you’ll receive
      2. Click the OK button to return to the To Do List.
Pay by e-check:

BCI&I Check ePayment Portal

Online Payment Processing

Step 1 – Enter Payment Information

Please enter your electronic check payment and billing information below. All of the fields marked with an asterisk (*) are required. Your checking account number SHOULD NOT include the 4-digit check number that usually appears on your check either before or after the checking account number:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>Quantity 1</td>
<td>Description</td>
<td>Text</td>
</tr>
<tr>
<td>Amount</td>
<td>$30.00</td>
<td>Number</td>
</tr>
<tr>
<td>Total</td>
<td>$30.00</td>
<td>Number</td>
</tr>
</tbody>
</table>

Payment Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Routing Number</td>
<td></td>
<td>Number</td>
</tr>
<tr>
<td>*Account Routing Number</td>
<td></td>
<td>Number</td>
</tr>
<tr>
<td>*Customer Account Number</td>
<td></td>
<td>Number</td>
</tr>
</tbody>
</table>

Billing Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>*First Name</td>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>*Middle Name</td>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>*Address Line 1</td>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>*City</td>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>*State/Province/Region</td>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>*Zip/Postal Code</td>
<td></td>
<td>Number</td>
</tr>
<tr>
<td>*Email</td>
<td></td>
<td>Text</td>
</tr>
</tbody>
</table>

Submit Fees

Organization: Charitable Organization  EIN: 00-1234567

The amount of the solicitation registration fee is based on the amount of contributions received by the charitable organization from persons in this state. If, for any reporting year, the charitable organization cannot determine from its records the exact amount of contributions it received from persons in this state, it shall compute the amount of the registration fee upon the estimated amount of contributions it received from persons in this state, with the estimated amount to be explained in writing at the time the registration fee is paid.

Contributions Received: $1,500.00

<table>
<thead>
<tr>
<th>Amount of Contributions Received</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $10,000</td>
<td>$0.00</td>
</tr>
<tr>
<td>$10,000 or more but less than $25,000</td>
<td>$50.00</td>
</tr>
<tr>
<td>$25,000 or more but less than $50,000</td>
<td>$100.00</td>
</tr>
<tr>
<td>$50,000 or more</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

Solicitation Fee: $20.00

Pay by credit card:

BCI&I Check ePayment Portal

Online Payment Processing

Step 1 – Enter Payment Information

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk (*) are required. Click here for more information regarding CVV2.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Number</td>
<td></td>
<td>Number</td>
</tr>
<tr>
<td>*Expiration Date</td>
<td></td>
<td>Date</td>
</tr>
<tr>
<td>*CVV2</td>
<td></td>
<td>Number</td>
</tr>
</tbody>
</table>

Billing Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>*First Name</td>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>*Last Name</td>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>*Address Line 1</td>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>*City</td>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>*State/Province/Region</td>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>*Postal Code</td>
<td></td>
<td>Number</td>
</tr>
<tr>
<td>*Email</td>
<td></td>
<td>Text</td>
</tr>
</tbody>
</table>

Submit Fees

Organization: Charitable Organization  EIN: 00-1234567

Mail a check:

BCI&I Check ePayment Portal

Online Payment Processing

Step 1 – Enter Payment Information

Please enter your check payment and billing information below. All of the fields marked with an asterisk (*) are required. Click here for more information regarding CVV2.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check</td>
<td></td>
<td>Number</td>
</tr>
<tr>
<td>Bank routing number</td>
<td></td>
<td>Number</td>
</tr>
<tr>
<td>*Account routing number</td>
<td></td>
<td>Number</td>
</tr>
<tr>
<td>*Customer account number</td>
<td></td>
<td>Number</td>
</tr>
</tbody>
</table>

Billing Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>*First Name</td>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>*Last Name</td>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>*Address Line 1</td>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>*City</td>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>*State/Province/Region</td>
<td></td>
<td>Text</td>
</tr>
<tr>
<td>*Postal Code</td>
<td></td>
<td>Number</td>
</tr>
<tr>
<td>*Email</td>
<td></td>
<td>Text</td>
</tr>
</tbody>
</table>
D. Submit Late Fees
   If late fees are owed, you'll see a Submit Late Fees (YYYY) link in the To Do List
   a. The three payment methods available and steps are the same as those in C. Submit Fees directly above

E. Upload Registration Documents
   If you chose to mail registration documents during the registration process, you'll see a Upload Registration Documents link in the To Do List
   a. Refer to Chapter 2, Section G (page 18) for the steps to upload documents