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)

Create Account

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 i
   If **No**, click the **Next** button and proceed to Step 3

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

1. If the **Yes** option is chosen enter the Parent Organization EIN in the EIN field
2. Click the **Next** button
3. 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
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.
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

Notes:

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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.

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Create Account

Thank you for confirming your account.

Please **login** to Charitable Registration.

Current Organizations:

Name: Charitable Organization
Employer identification number (EIN): 00-1234567
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Notes: __________________________________________________________

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Chapter 1 – Online Charitable Registration | A. Creating an Account
VII. Step 7: Confirm e-mail address (continued)
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.

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**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
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:

   ![Request Exemption Confirmation Page]

   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 a 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 “business license number”?

Contact

Ohio Attorney General
Charitable Law Section
150 E Gay Street, 23rd fl.
Columbus, OH 43215
Phone: (800) 282-0515
Fax: (614) 466-5207
Email: CharitableRegistration@OhioAttorneyGeneral.gov

Notes: 


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

Chapter 2 – Log-in and Navigation Menu | C. Navigation Menu
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.
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 needed, 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 organization 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.

![Submit Fees](image)

Submit Fees

<table>
<thead>
<tr>
<th>Organization: Charitable Organization</th>
<th>EIN: 00-1234567</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired filing year: 2013</td>
<td></td>
</tr>
<tr>
<td>Did your organization, on its own behalf, solicit Ohioans (contributions, instant pull tabs, bingo, special events, etc)? Yes</td>
<td></td>
</tr>
<tr>
<td>Did you hire a professional solicitor, fundraising counsel, and/or commercial co-venturer? Yes</td>
<td></td>
</tr>
<tr>
<td>Enter Amount of Gross Revenue. Gross revenue does NOT include governmental grants and funding from other 501(c)(3) organizations: $50000.00</td>
<td>$50000.00</td>
</tr>
<tr>
<td>Enter the Amount of Total Assets: 1000000.00</td>
<td>$1000000.00</td>
</tr>
</tbody>
</table>

If "yes" to any of the above, explain

Section 3

Amount contributed by Ohio residents in the preceding fiscal year, including bingos proceeds $15,000.00

Amount contributed by Ohio residents in the preceding fiscal year, including bingos, pull tabs, bingo, special events proceeds $15,000.00

Amount of gross bingo proceeds generated in Ohio $0.00

By clicking submit, I certify that I have examined this financial report, including accompanying attachments, and to the best of my knowledge and belief, it is true, correct, and complete.

![Submit Fees](image)
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.
## 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.

<table>
<thead>
<tr>
<th>Amount of Contributions Received</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $25,000</td>
<td>$50.00</td>
</tr>
<tr>
<td>$25,000 or more but less than $250,000</td>
<td>$100.00</td>
</tr>
<tr>
<td>$250,000 or more</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Solicitation Fee: $50.00

---

## Mail a check:

**Organization:** Charitable Organization  
**EIN:** 00-1234567

Check your E-mail.

---

## Pay by credit card:

**BCI&I Web 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 CVV.

<table>
<thead>
<tr>
<th><strong>Credit Card Number</strong></th>
<th><strong>Credit Card Type</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Billing Information**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>City</th>
<th>State/Province/Region</th>
<th>Zip/Postal Code</th>
<th>Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

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## Pay by e-check:

**BCI&I Web 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><strong>Bank Routing Number</strong></th>
<th><strong>Account Number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Billing Information**

<table>
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<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>City</th>
<th>State/Province/Region</th>
<th>Zip/Postal Code</th>
<th>Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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Chapter 3 – To Do List | C. Submit Fees
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