

Charitable Organization Registration Statement⁴

The registration statement must be filed prior to solicitation. Registration statements must be renewed annually, and are due four and a half months after the end of the charitable organization's fiscal year. The annual registration fee is \$50.00.

Registration Fee Waivers: Under Section 33-56-40, the Children's Trust Fund of South Carolina must register, but is not required to pay the \$50.00 filing fee. Under Section 33-56-45, fire departments must register, but a local governing body may pay a single \$50.00 filing fee for all fire departments within its jurisdiction.

**SOUTH CAROLINA
SECRETARY OF STATE**
PUBLIC CHARITIES DIVISION

REGISTRATION STATEMENT FOR A CHARITABLE ORGANIZATION

Filing Instructions

- Pursuant to Section 33-56-30 of the South Carolina Code of Laws, failure to complete all sections of this form may cause your registration to be returned to you and may result in a possible violation and/or fine.
- If this is a renewal, this form cannot be accepted more than six (6) weeks prior to the current expiration.
- **This form must be signed and accompanied by a filing fee of \$50.00 made payable to the Secretary of State.**
- If the annual financial report for the immediately preceding fiscal year has not already been filed with the Secretary of State's Office, please submit it with this form. You may submit your financial report on the [Annual Financial Report for a Charitable Organization](#) which can be found on our website www.scsos.com or on IRS Form 990, 990EZ, or 990PF; **we cannot accept IRS Form 990-N.** If the financial report is not ready you must submit a copy of the extension request submitted to the IRS.
- Please contact our office with any questions regarding this form at 803-734-1790 or email charities@sos.sc.gov.
- Mail to South Carolina Secretary of State, Attn: Division of Public Charities, 1205 Pendleton St., Suite 525, Columbia, SC 29201.
- Please type or print clearly.

Check one: Initial Registration Renewal

Current Fiscal Year Dates _____ to _____
(mo/day/year) (mo/day/year)

Enter Federal Employer's Identification Number: _____ - _____ Charity Public ID: _____
(Renewal only)

1. Legal Name of Organization: _____

a. Doing Business As (DBA) Names: _____
(if applicable)

b. Former Names Used by the Charity: _____
(if applicable)

c. Organization's Website: _____
(if applicable)

d. Please provide a contact person for your organization:

Name _____ Title _____

Address, City, State, Zip Code _____

Daytime Phone _____ Email _____

2. Purpose for which this organization was formed. Attach a statement if necessary.

3. Tax-exempt status under the Internal Revenue Code: YES NO
If "Yes," please provide a copy of any determination letter recognizing the charitable organization's tax-exempt status from the Internal Revenue Service and any changes, amendments, or revocations to that letter.

Charities Registration Statement, Revised December 2016 Page 1 of 4

⁴ S.C. House of Representatives, House Legislative Oversight Committee, "Agency Presentation – Charities and Trademarks (October 28, 2019)," under "Committee Postings and Reports," under "House Legislative Oversight Committee," under "Secretary of State, Office of the," and under "Meetings," [https://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/SecretaryofState/SoS%20presentation%20-%20Charities%20and%20Trademarks%20\(10.28.19\).pdf](https://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/SecretaryofState/SoS%20presentation%20-%20Charities%20and%20Trademarks%20(10.28.19).pdf) (accessed November 27, 2019), slide 14-15. Hereinafter "Charities Presentation."