

Jacksonville Area
Legal Aid, Inc.



How to start a Non-Profit Corporation

126 W. Adams Street
Jacksonville, FL 32202

Phone: 904-356-8371 x. 332
Fax: 904-356-8265
Http://www.jaxlegalaid.org
Email:
carol.miller@jaxlegalaid.org

Fast Tax Info for New Non-profit Corporations

Most new non-profit organizations will
complete 2 forms with the IRS.

Employer Identification Number (EIN) Form SS-4

Every organization must have an employer identification number, even if it will not have employees. The EIN is a unique number that identifies the organization to the IRS. Please note that the EIN is not your "tax-exempt number."

Complete **Form SS-4, Application for Employer I.D. Number** online at the IRS website at www.irs.gov. Or you can download the form and apply for an EIN over the telephone, via fax or through the mail.

- To get an EIN over the IRS's toll-free telephone number, call (800) 829-4933. Hours of operation are 7:00 a.m. to 10:00 p.m., Monday through Friday.
- To request an EIN via fax, 24 hours a day / 7 days a week, dial the fax number at the location accepting applications from your state. The instructions on the Form SS-4 indicate which location will accept your faxed request.
- To receive an EIN through the mail, complete Form SS-4. The instructions on the form provide the correct mailing address.

501(c)(3) Tax Exemption Form 1023

To be exempt from federal taxes, an organization must file an application - **Form 1023**. Download Form 1023 from the IRS website.

Every year, tax-exempt organizations of a certain income must file **Form 990, Return of Organization Exempt From Income Tax**, OR **Form 990-EZ, Short Form Return of Organization Exempt From Income Tax**. (Form 990-EZ is designed for use by small tax-exempt organizations.) Form 990 OR Form 990-EZ must be filed by the 15th day of the 5th month after the end of your organization's accounting period.



Important Phone Numbers & Websites

Florida Department of State, Division of Corporations

Corporate Filings

P.O. Box 6327

Tallahassee, FL 32314

Phone: (800) 755-5111

Email: corphelp@dos.state.fl.us

<http://www.dos.state.fl.us/doc>

IRS, Exempt Organizations Help

Phone: (877) 829-5500

<http://irs.gov/eo>

If you have any questions about this information, please contact Carol Miller at the Jacksonville Area Legal Aid, Inc. at 904-356-8371 ext. 332.

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Ten Steps to Becoming a Non- profit Corporation

1 *Find out if your organization qualifies as a non-profit.* Is it charitable, scientific, religious, fundraising for a civic duty, or a “cooperative,” consumer protective, rehabilitative, or health-care organization? Does it benefit the general public? It must be organized for non-taxable purposes only.

2 *Choose a corporate name.* Be sure the name is different from other organizations, and includes the word “corporation” or “incorporated.” The name CAN NOT include the word “company.” To find out if a name is already in use, check the Division of Corporations’ website.

3 *Find at least 3 people to serve on the Board of Directors.*

4 *Review Chapter 617 for the legal requirements of non-profit organizations.* Go online to [www.http://www.leg.state.fl.us](http://www.leg.state.fl.us) and click on Florida Statutes.

5 *Choose a registered agent and registered office.* The registered agent is the person chosen by the corporation to act as the contact between the corporation and the state. The registered office is the location of the corporation’s “headquarters.”

6 *Prepare and file Articles of Incorporation with the Department of State.* Be sure they are properly signed and notarized, and include proper fees. For a sample and list of fees, go to the Florida State Department, Division of Corporations’ website at <http://www.dos.state.fl.us/doc>.

7 *Prepare the minute forms and bylaws for the first meeting.* The bylaws should include items to “structure” the organization, but should leave enough “wiggle room” to allow the organization to grow and run smoothly.

8 *Hold the organizational meeting.* Be sure to tell possible members about the meeting so they can attend. At the meeting, your organization must

- (1) adopt the bylaws
- (2) elect officers
- (3) conduct all other business needed to start the corporation, for example, recording minutes, keeping to the rules in the bylaws.

9 *Obtain and file the necessary tax forms with the proper IRS office.* See back panel for more information.

10 *Obtain and file the charitable solicitation form from the Florida Department of Agriculture and Consumer Services.* Download the application from <http://www.800helpfla.com>.