

# Checklist to Become a 501 c 3 Non-Profit Organization



- ☐ Determine coalition's purpose
- ☐ Form Steering Committee or Executive Board
- ☐ File articles of incorporation.
- ☐ Draft bylaws.
- ☐ Develop strategic plan.
- ☐ Develop budget and resource development plan.
- ☐ Establish record-keeping system for the coalition's official records.
- ☐ Establish accounting system.
- ☐ File Internal Revenue Service (IRS) determination of federal tax exemptions.
- ☐ Meet requirements of state, county, and municipal charitable solicitation laws.
- ☐ Obtain employer identification number from IRS.
- ☐ Register with state unemployment insurance bureau.
- ☐ Apply for nonprofit mailing permit from U.S. Postal services
- ☐ Obtain directors' or officers' liability insurance.