



## **Summary of Annual Filing Requirements** **For Filings Due After July 1, 2014**

Organizations required to register with the Charities Bureau must annually file Form CHAR500 (Annual Filing for Charitable Organizations). The following summary of filing requirements has been drafted to assist you. Forms and detailed filing instructions are posted online at [www.CharitiesNYS.com](http://www.CharitiesNYS.com). For questions regarding filing requirements, email [Charities.Bureau@ag.ny.gov](mailto:Charities.Bureau@ag.ny.gov) or call (212) 416-8401.

Before completing your Form CHAR500, you need to know your organization's Registration Category which is based on the laws under which it is registered and is one of the following:

- **7-A:** Registered under Article 7-A of the Executive Law, Solicitation and Collection of Funds for Charitable Purposes.
- **EPTL:** Registered under Section 8-1.4 of the Estates, Powers and Trusts Law
- **Dual:** Registered under BOTH 7-A and EPTL
- **Exempt:** Your organization is not required to file

If you don't know your organization's Registration Category, you may find it on your Notice of New Registration from the Charities Bureau or by searching the online Charities Registry at [www.CharitiesNYS.com](http://www.CharitiesNYS.com).

### **Content of Annual Filing Report**

#### **1. Form CHAR500**

A. Make sure all contact information for your organization is complete and accurate.

B. Check the appropriate box(es) in section 3 of Form CHAR500 if your organization is entitled to an exemption from filing attachments to Form CHAR500 and exempt from paying the fee.

i. A 7-A registrant is exempt from paying the 7-A fee and filing attachments to Form CHAR500 if its contributions from New York were less than \$25,000 AND it did not engage a fundraising professional. A Dual registrant exempt from 7-A requirements only must still file appropriate attachments to meet EPTL requirements and pay the EPTL fee.

ii. An EPTL registrant is exempt from paying the EPTL fee and filing attachments to Form CHAR500 if its revenue and assets did not exceed \$25,000 at any time during the reporting year. A Dual registrant exempt from EPTL requirements only must still file attachments to meet 7-A requirements and pay the 7-A fee.

iii. A DUAL registrant qualifying for both exemptions is exempt from filing attachments to Form CHAR500 and paying all fees.

C. If the organization used a professional fundraiser, fundraising counsel, or commercial co-venturer, complete CHAR500 Schedule 4a: Professional Fund Raisers, Fund Raising Counsels, Commercial Co-Venturers.

D. If the organization received government grants, complete CHAR500 Schedule 4b: Government Contributions (Grants).

E. Form CHAR500 must be signed by two separate individuals - the president or another authorized individual AND the chief financial officer or treasurer unless it is a trust signed by a trustee or bank vice-president.

## 2. Attach IRS Form 990, 990-EZ, or 990-PF

Unless your organization qualifies for both exemptions described in 1.B above, attach to Form CHAR500 a complete copy of IRS Form 990, 990-EZ or 990-PF and all schedules, including Schedule B (the Charities Bureau does not disclose Schedule B to the Public), whether or not the organization files with the IRS. Do not submit the IRS Form 990-N (e-postcard). The IRS 990-N does not contain adequate financial information to satisfy filing requirements under New York State regulations (Chapter V, Title 13).

## 3. Attach Accountant's Review or Audit - Filing Thresholds Effective July 1, 2014 (7-A and Dual Registrants ONLY)

Unless your organization qualifies for the exemptions described in 1.B of this document:

A. If the organization's revenue was between \$250,000 and \$500,000, attach an independent Certified Public Accountants' review report and financial statements to Form CHAR500.

B. If the organization's revenue was over \$500,000, attach an independent Certified Public Accountants' audit report and financial statements to Form CHAR500.

## 4. Annual Filing Fees

Unless a registrant is entitled to one or both of the exemptions described in 1.B of this document, it must submit the following fees with its CHAR500:

**7-A Registrants:** The fee is **\$25** for all organizations that are not exempt from filing.

**EPTL Registrants:** The fee is based on the organization's net worth at the end of the reporting period. An organization's net worth may be found on Part I, line 22 of the 990 or Part I line 21 of the 990 EZ. If you are filing a 990 PF, calculate the difference between Total Assets at Fair Market Value (Part II, line 16(c)) and Total Liabilities (Part II, line 23(b)).

Net Worth at End of Year EPTL Filing Fee	Fee
Less than \$50,000	\$25
\$50,000 or more, but less than \$250,000	\$50
\$250,000 or more, but less than \$1,000,000	\$100
\$1,000,000 or more, but less than \$10,000,000	\$250
\$10,000,000 or more, but less than \$50,000,000	\$750
\$50,000,000 or more	\$1500

**DUAL Registrants:** Pay both fees in a single payment or pay the applicable 7-A or EPTL fee if qualifying for only one of the filing exemptions.

Make checks payable to the **NYS Department of Law** and submit with the complete annual filing.

NYS Department of Law  
Charities Bureau, Registration Section  
28 Liberty Street  
New York, New York 10005