

Nonprofit Startup Clinic

Part IV

Paperwork

Checklist

- Reserve the organization's name.
- Prepare and file the Articles of Incorporation.
- Apply for Federal Employer Identification Number (EIN); Form SS-4, from the IRS.
- Prepare organization's bylaws.
- Develop a business plan.
- File for Internal Revenue Service 501(c)(3) federal tax exemption by submitting IRS Form 1023.
- Apply for nonprofit designation from the IRS. "Publication 557."
- Obtain needed state licenses.
- Register with the State Charitable Solicitations Program and/or Charitable Trust Program.
- Obtain a business license from the city in which you are doing business.
- Apply for a nonprofit mailing permit from the US Postal Service.
- Obtain all needed insurance (such as directors' and officers' liability, property, etc.).

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Part V

Sustainability + Conclusion

Sustainability

1. Relevance
2. Results
3. Resources



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Thank You



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