

# Check list for Small Homeschool Organizations

(Gross revenues less than \$50,000 per year)

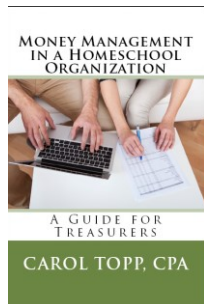
applying for 501(c)(3) tax exempt status themselves

## Setting up Your Organization

1. Choose a board of directors (three people are needed, a president/chair, a treasurer and secretary). More is usually better including a vice-president/chair.
2. Hold your first board meeting. Discuss purpose, vision, activities, curriculum, pricing.
3. Choose a name for your nonprofit. Research the IRS Charities web site ([www.irs.gov/eo](http://www.irs.gov/eo)), the internet, and your state's Secretary of State's Office to be sure it is not already taken.
4. Watch the first webinar *Create a Nonprofit*.



5. Read Carol's articles on nonprofit incorporation at <http://homeschoolcpa.com/leader-tools/articles/>
6. Develop organizational by laws—the rules by which you will operate. See a sample at <http://HomeschoolCPA.com/Samples>
7. Hold your second board meeting. Get approval of the bylaws and approval to form a nonprofit corporation.
8. Create a budget for your first three years. Your treasurer may benefit from watching [Financial Reports for Homeschool Nonprofits](#) (a free webinar) and reading [Money Management in a Homeschool Organization](#)



## Forming a Nonprofit Corporation

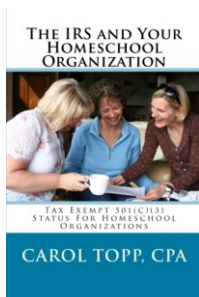
9. Search the internet for your state's specific form. Search for "YOUR STATE Nonprofit Articles of Incorporation" Use the state form and attach the IRS-required language. THE IRS will not grant you 501c3 status without this IRS language in your Articles of Inspiration. See the IRS required language at <http://homeschoolcpa.com/leader-tools/sample-documents/>
10. Submit your Articles of Incorporation to the appropriate office in your state government (usually the Secretary of State's Office ) with the required fee.
11. Obtain a Federal Employer Identification Number (EIN) by submitting IRS Form SS-4 (visit [www.irs.gov](http://www.irs.gov) and search for "EIN")

**\*\*\*At this point you can open a checking account, begin collecting fees, and start running your program! The remaining tasks can happen concurrently with running your program. \*\*\***

## Filing for 501(c)(3) Tax Exempt Status:

### 12. Watch the second webinar *501c3 Application*

13. Read Carol's book *The IRS and Your Homeschool Organization: Tax Exempt 501(c)(3) Status* available at <http://HomeschoolCPA.com/bookstore>



14. Have your board vote to approve filing for 501(c)(3) tax exempt status. Approve the expenditure of funds to pay the IRS fee of \$275.
15. Review Form 1023-EZ at <http://www.irs.gov/pub/irs-pdf/f1023ez.pdf>. Gather needed information (names and address of board members and checking account or credit card information)
16. Register for an account at <http://Pay.gov> .
17. Prepare the Form 1023-EZ online at <http://Pay.gov>. Save a copy of what you filed.

## After you File the Form 1023-EZ:

18. Receive the IRS determination letter and *celebrate!* Make copies of the letter, distribute to board members and keep it in several safe places.
19. Read IRS Publication 4221 Compliance Guide for 501(c)(3) Charities. Discuss your record keeping and reporting requirements with your board.
20. Watch the third webinar: *IRS and State Filings*

## IRS and State Filings for your Homeschool Nonprofit



A webinar that explains what reports your homeschool nonprofit organization needs to file with the IRS and your state

[HomeschoolCPA.com/Filings](https://HomeschoolCPA.com/Filings)

21. Research what your state requires from nonprofit organizations. Use the research template provided. Share your research with all current and future board members.
22. File appropriate state forms and register as a charity within your state if you are required. Several states do not require registration unless you solicit the public in a fund raising event.
23. File your annual IRS Form 990-N, 990EZ or 990 as required. Due date 4 ½ months after the end of your fiscal year.
24. File annual state reports as required.

**Contact Carol Topp, CPA if you have any questions. She is happy to set up a phone consultation with you.**

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