



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE

OFFICE OF THE
SECRETARY OF THE COMMONWEALTH

BUREAU OF CHARITABLE ORGANIZATIONS
207 NORTH OFFICE BUILDING
HARRISBURG, PA 17120
717-783-1720
1-800-732-0999

Dear Charitable Organization Official:

Your organization is being sent this registration packet because your current registration to solicit contributions in Pennsylvania is due to be renewed **or** because you are soliciting contributions in Pennsylvania and are not currently registered. If your organization is currently registered to solicit contributions in Pennsylvania, see Section B below. If your organization is **not** currently registered to solicit contributions in Pennsylvania, see Section A below.

Section A: Initial Registrants

The Pennsylvania Solicitation of Funds for Charitable Purposes Act, (Act) 10 P. S. § 162.1 *et seq.*, requires organizations soliciting charitable contributions in Pennsylvania to register with the Department of State's Bureau of Charitable Organizations unless they are excluded from the Act or exempt from the registration requirements. Exclusions, exemptions, and any applicable criteria are set forth in the chart on page #8 of this registration packet.

If after reviewing the chart you believe your organization is either excluded from the Act and/or exempt from the registration requirements, you may complete Section B. of Form – BCO-2 (page #9 of the registration materials) so that the Bureau's records would indicate that your organization is excluded or exempt.

If your organization is not excluded or exempt, it must file the enclosed Registration Statement – Form BCO-10, the appropriate registration fee, a copy of its IRS 990 Return, the appropriate financial statements for its most recently completed fiscal year and additional filings (see instructions on page #5) **within 30 days of receiving more than \$25,000 in gross contributions or prior to compensating someone to solicit contributions from Pennsylvania residents.**

Section B: Renewal Registrants

If your organization is currently registered with the Bureau and is simply renewing its registration, it must file the enclosed Registration Statement – Form BCO-10, the appropriate registration fee, a copy of its IRS 990 Return, and the appropriate financial statements for its most recently completed fiscal year **within 135 days after the close of the fiscal year**. A registration must be renewed annually for each fiscal year the organization solicited contributions from Pennsylvania residents.

An organization failing to file a registration by the due date must pay statutorily mandated late fees of \$25 per month or part of a month after the date on which the registration was due to be filed. Late filing fees must be paid before a registration can be approved. Because these statutorily mandated late fees cannot be waived under any circumstances, be sure to either file your organization's registration by the 135th day after the close of your fiscal year.

Visit our Web site at: www.dos.state.pa.us, then select "Charities"