



Please note: This document is to aid with preparation for creating a user account online and should be used for that purpose only. *It may not be used as a substitute for the online registration requirement.*

Questions marked with a red asterisk (*) must be answered to proceed to the next step. If a question does not have a red asterisk, the system does not require an answer.

Step 1. Organization EIN

1	Organization Employer Identification Number (EIN):*
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Step 2. Parent Organization

1	Does this organization have a parent organization which files a federal tax return with the IRS on behalf of this chapter:*(Y/N)
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Please Note: *If the organization has a parent organization that files with the IRS on its behalf, select "Yes" as you will need to enter the parent organization's information into the system.*

Step 3. Incorporation

1	Is the organization located or incorporated in Ohio, have offices, programs, assets or staff in this state or use an Ohio address in filings with the IRS:*(Y/N)
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Step 4. Organization Information

1	Name:*
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2	DBA (Doing Business As):
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3	Type:*(i.e. 501c3, 501c4, 501c7, etc.)
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BUSINESS LOCATION

1	County:*
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2	Address line 1:*
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3	Address line 2:
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4	City:*
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5	State:*
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6	County:
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7	Zip code:*
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Step 5. Solicitation, Formation, Gross Revenue	
1	Does organization, on its own behalf or through other groups or professional solicitors, intend to solicit Ohioans (contributions, instant pull tabs, bingo, special events, etc.); OR has the organization done so within the past 3 years?:* (Y/N)
2	Does the organization intend to hire a professional solicitor, fundraising counsel and/or commercial co-venturer to solicit in Ohio; OR has the organization done so within the past 3 years?:* (Y/N)
3	Date of organization's formation, incorporation, agreement or constitution:*
4	Does the organization intend to have annual gross revenue of \$25,000 or more including gross receipts from conducting bingo and instant pull tabs; OR has the organization had annual gross revenue of \$25,000 or more within the past 3 years?:* (Y/N)

Step 6. Confirming Information	
1	Review all of the information entered prior to submitting for accuracy. If corrections need to be made, please do so by selecting the "Edit" button. Once complete, click the "Submit" button.
2	To finish creating your account, go to your email to find a message from CharitableRegistration@ohioattorneygeneral.gov. Click on the link in that message to return to the Charitable Registration system in order to proceed with the registration process.