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[The following is illustrative, only, and the information contained in the form may become outdated. This form should not be used without proper research and counsel.]

NONPROFIT FORMATION CHECKLIST

Step 1: Organization of corporation

	Action	Status	Date of completion/information obtained
1	Analysis to ensure that nonprofit/public charity form of organization is appropriate. What purpose? For example: <ul style="list-style-type: none"> • Relief of the poor/distressed. • Promotion of health. • Lessening burdens of government. • Advancement of education. • Instruction of the individual/public. • Promotion of social welfare. • Promotion of the arts/culture/preservation. • Promotion of sports/amateur sports organizations. • Religious organizations. 		
2	Check the state and federal databases to ensure the availability of your proposed name.		
3	Optional: File application for reservation of corporate name with the DCCA (Form X-1; \$10; reservation good for 120 days).		
4	Draft: <ul style="list-style-type: none"> ✓ Articles of incorporation (note: the state form is inappropriate for qualifying under IRC 501(c)(3)). ✓ Bylaws. 		

5	Incorporator/board to adopt articles of incorporation (minutes to be taken). Incorporator to sign articles.		
6	Board of directors to adopt bylaws and ratify/approve articles of incorporation (minutes to be taken).		
7	Submit signed articles of incorporation to the DCCA (\$25 filing fee). Generally, 7-10 business days to process. <ul style="list-style-type: none"> Note: if you have filed a reservation of name, you must also execute and submit a transfer of reservation form X-2 (\$10 filing fee). 		
8	Articles approved and filed by the DCCA.		
9	Draft: <ul style="list-style-type: none"> ✓ State business application for GET (Form BB-1). ✓ Application for EIN (Form SS-4). Submit state business application to the State Department of Taxation and obtain a GET number (\$20 filing fee). Obtain an EIN from the IRS (on-line or by phone).		

Step 2: Obtaining tax exemption

	Action	Status	Date of completion/information obtained
1	Draft: <ul style="list-style-type: none"> ✓ Federal application (Form 1023). ✓ State application (Form G-6S). ✓ Power of attorney form (if you have person(s) representing you; 		

	Form 2848).		
2	<p>Draft:</p> <ul style="list-style-type: none"> ✓ Conflict of interest policy. ✓ Annual conflict of interest statement. 		
3	<p>Board of directors to approve draft federal/state exemption documents (minutes to be taken).</p> <p>Officer to sign documents.</p>		
4	<p>Board of directors to adopt conflict of interest policy/annual statement (minutes to be taken).</p>		
5	<p>Submit the federal application to the IRS within 3 months from the incorporation date (the IRS's User Fee is either \$400 or \$850). (Generally, the IRS's window period for retroactive effect is 27 months from incorporation. Because the state window period for retroactive effect is 3 months and the state's short form G-6S allows you to attach the federal application, plan to draft the federal application within the state window period and submit both applications at the same time.)</p>		
6	<p>Submit the state application to the State Department of Taxation within 3 months from the incorporation date.</p>		
7	<p>IRS recognition received.</p>		

8	Submit a copy of the IRS recognition letter to State Department of Taxation.		
9	State recognition received.		

Step 3: Federal Compliance and Board Orientation

	Action	Status	Date of completion/information obtained
1	Draft federally required policies that address the following: <ul style="list-style-type: none"> ✓ Staff complaints and reporting suspected financial impropriety/misuse of charity resources (whistleblower policy). ✓ Establish standards for document integrity, retention, and destruction (document retention and destruction policy). 		
2	Complete corporate records folder. Complete director orientation folders.		
3	Board and officer orientation and governance overview and training.		