

How to Become a 501(c)(3) Tax Exempt Non-Profit

1. **Write the organization's By-Laws** (modify from someone else's)
2. **Fill out Articles of Incorporation using form NFP 102.10** (at cyberdriveillinois.com)
 - a. **Form:** http://www.cyberdriveillinois.com/publications/pdf_publications/nfp10210.pdf
 - b. **Send to** Jesse White, Secretary of State
Department of Business Services
501 S. Second St., Rm. 350
Springfield, IL 62756
 - c. **Cost:** \$50
 - d. **Payment Method:** Cashier's check, certified check, money order or Illinois Attorney's or CPA's check. **Payable to:** "Secretary of State"
3. **Request an Employee Identification Number (EIN) from the IRS - ONLINE** (at [IRS.gov](http://irs.gov))
 - a. **Where:** <http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-%28EIN%29-Online>
 - b. **Cost:** None
4. **Fill out form 1023 EZ to achieve tax exempt status – ONLINE** (at pay.gov)
 - a. Register with pay.gov
 - b. Make sure you're logged in and then go to "Streamlined Application for Recognition of Exemption Under Section 501(c)(3)"
<https://pay.gov/public/form/start/62759871>
 - c. Click "Continue to the Form" and you will then fill out Form 1023 EZ and submit online
 - d. **Cost:** \$400
 - e. **Payment Method:** Bank Account (bank routing # and Acct. #), Debit Card, or Credit Card
5. **Illinois Attorney General - Charity Registration**
 - a. See all filing requirements here:
http://www.illinoisattorneygeneral.gov/charities/reg_reports.html#CharityRegistration
 - b. Summary of what you need:
 - i. Charitable Organization Registration Statement (Form CO-1)
<http://www.illinoisattorneygeneral.gov/charities/co-1form.pdf>
 - ii. If the organization has been in existence for less than 1 year, submit the Form CO-2
<http://www.illinoisattorneygeneral.gov/charities/co-2form.pdf>
 - c. **Send to:** Office of the Attorney General
Charitable Trust Bureau
100 West Randolph St, 11th Floor
Chicago, IL. 60601-3175
 - d. **Cost:** \$15.00 Filing Fee
 - e. **Payment Method:** Check or Money Order **Payable to:** "Illinois Charity Bureau Fund"
6. **Register for Illinois tax exemption**
 - a. **Where:** <http://tax.illinois.gov/NonProfits/>
 - b. **Cost:** None