

## **REQUIREMENTS FOR STARTING A CRIME STOPPERS PROGRAM IN ILLINOIS**

- 1. Reserve Your Corporate Name with the Secretary of State**
  - **Application for Reservation of Name Under General Non Profit Organization Corporation Act, Illinois form NFP 104.10**  
  
**Reserves you Corporate Name for 90 Days**  
**\$25.00 filing fee!**
  
- 2. File Your Articles of Incorporation with the Secretary of State**
  - **Articles of Incorporation, Illinois form NFP-102.10**  
  
**Incorporates you as a non-profit organization**  
**\$50.00 filing fee**
  
- 3. County Notification/Local Business Registration**
  - **Notification to County Recorder of Deeds Office**  
  
**Must be made within 15 days of receiving Certificate of Incorporation**  
**File Articles of Incorporation and Certificate of Incorporation with**  
**County Recorded of Deeds**  
**Filing fee and time limit set by each county office**
  
- 4. Get FEIN from the Social Security Administration**
  - **Application for Employer Identification Number (FEIN), US Form SS-4**  
  
**A FEIN number identifies your program as a non-profit on government documents**  
**There is no filing fee.**  
**Filing can do done over the phone**
  
- 5. Get 501(c)(3) Status from the IRS**
  - **Application for Recognition of Exemption, US form 1023 Tax-exempt Status**  
  
**This establishes your Federal Income Tax Exemption**  
**Use IRS Publication 557 as a guide when completing the form**  
**Filing fees are detailed on IRS form 8718**  
**The average filing fee is \$500.00**

**6. Before doing any fundraising, you must register as a Charity with the Illinois Attorney General**

- **Charitable Organization Registration Statement, Illinois form CO-1**

**Registers your program with the Illinois Attorney General's Office as a non-profit receiving and soliciting donations**

**Filing fee is \$15.00**

**If you use any fundraising company or a fundraising consultant, they must also be registered with the Illinois Attorney General's Office**

**7. Get Sales Tax Exemptions from the Illinois Department of Revenue**

- **Sales Tax Exemption Letter**

**Write a narrative explaining what your program does to qualify for exempt status and send it to the Illinois Department of Revenue**

**You will be assigned a Sales Tax Exemption Number**

**The following are website for more information:**

**<http://www.ag.state.il.us/charities/index.html>**

**[http://www.ag.state.il.us/charities/reg\\_reports.html#CharityRegistration](http://www.ag.state.il.us/charities/reg_reports.html#CharityRegistration)**

**[http://www.ag.state.il.us/charities/rules\\_statutes.html](http://www.ag.state.il.us/charities/rules_statutes.html)**

**<http://www.irs.gov/charities/index.html>**