

Checklist for Incorporation and IRS Filing for Nonprofits

Use this list to check off items as you complete them.

Incorporation in the State of Ohio

Secretary of State:

Toll Free: 1-877-SOS-FILE

(1-877-767-3453)

<http://www.state.oh.us/sos/>

- Filing fees for incorporation begin at \$125
- Yearly filing fees, currently no more than \$200 for non-profits
- Corporate Name
- Corporate Purpose
- Governing Body
- Membership
- Registered Agent
- Regulations (By-Laws)
- Organizational minutes from board meetings

IRS Form 1023

Internal Revenue Service:

800-829-3676

- Filing fees from \$150 to \$500 depending on size or organization
- Detailed description of planned activities
- Sources of financial support
- Fundraising plan (income)
- Comprehensive budget (costs)
- Form 8718, User Fee for Exempt Organization Determination Letter
- Two copies of a Form 872-C, Consent Fixing Period of Limitation
- Form 2848, Power of Attorney, if the organization is working with an attorney or accountant