



# Arkansas Secretary of State

## Cole Jester

500 Woodlane Avenue, Suite 256, Little Rock, AR 72201  
501-682-3409 • [www.sos.arkansas.gov](http://www.sos.arkansas.gov)

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### **CHARITABLE ORGANIZATION REGISTRATION PROCESS**

#### **Step 1: File Articles of Incorporation**

Arkansas Secretary of State  
Business and Commercial Services  
1401 West Capitol Avenue, Ste. 250  
Victory Building  
Little Rock, AR 72201  
501-682-3409  
TOLL FREE 888-233-0325

#### **Step 2: Apply for exempt status**

*(Must have articles filed to complete Step 2)*

Internal Revenue Service  
TE/GE Division, Customer Service  
P.O. Box 2508  
Cincinnati, OH 45201  
877-829-5500

#### **Step 3: Register for solicitation purposes (annual renewal)**

*(Must have IRS Tax Determination letter for Step 3)*

Arkansas Secretary of State  
Attn: Charities  
1401 West Capitol Avenue, Ste. 250  
Victory Building  
Little Rock, AR 72201  
501-683-0094  
[charities@sos.arkansas.gov](mailto:charities@sos.arkansas.gov)

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### Articles of Incorporation – Domestic Nonprofit

#### 501(c)(3) Compliant Language

(PLEASE TYPE OR PRINT CLEARLY IN INK)

We, the undersigned, acting as incorporators of a corporation under the Act 1147 of 1993 (the Arkansas Nonprofit Act), Adopt the following Articles of Incorporation of such corporation.

1. The name of the corporation: \_\_\_\_\_

2. This corporation is: (check one of the following)

- Public – Benefit Corporation       Mutual – Benefit Corporation       Religious Corporation

3. Will this corporation have members?  Yes       No

4. Power of the corporation: (select A or B)

A. IRS (501)(c)(3) suggested language: 10/29/2007

No part of the net earnings of the corporation shall inure to the benefit, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in previous articles hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

B. Other as described: \_\_\_\_\_

5. The purpose for which this corporation is organized: (select A or B)

A. IRS (501)(c)(3) suggested language: 10/29/2007

Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under 501(c)(3) of the International Revenue Code, or the corresponding section of any future federal tax code.)

B. Other as described: \_\_\_\_\_

6. Distribution of assets on dissolution: (select A or B)

A. IRS (501)(c)(3) suggested language: 10/29/2007

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

B. Other as described: \_\_\_\_\_

7. Corporation's initial registered agent: \_\_\_\_\_

Name

Street Address

Street Address Line 2

City, State Zip

8. Incorporator information: (Use additional pages if necessary)

_____ Name	_____ Signature	_____ Date
_____ Address		_____ City, State Zip
_____ Name	_____ Signature	_____ Date
_____ Address		_____ City, State Zip
_____ Name	_____ Signature	_____ Date
_____ Address		_____ City, State Zip

**Optional:** You may attach any of the following if applicable to this corporation.

- The names and addresses of the initial directors
- Other provisions as deemed necessary

★Notice★

Section 501(c)(3) tax exempt status is determined by the Internal Revenue Service. The filing of articles of incorporation with the Arkansas Secretary of State does not confer or guarantee tax exempt status by the IRS.



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### Annual Report – Contact Information

#### Nonprofit Corporation

PLEASE TYPE OR PRINT CLEARLY IN INK

#### JURISDICTION (SELECT ONE)

Domestic

Foreign

In order for this entity to receive its annual reporting form, please complete and file with the Office of the Secretary of State at the time of filing.

\_\_\_\_\_  
Entity name as used in Arkansas

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Street Address or Post Office Box Number

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-mail Address

**NOTE:** Annual Reports will be due on or before August 1<sup>st</sup> the year following filing or qualification in this state.

I understand that knowingly signing a false document with the intent to file with the Arkansas Secretary of State is a Class C misdemeanor and is punishable by a fine up to \$100.00 and/or imprisonment up to 30 days.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Authorized Officer (Type or Print)