VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
PO Box 526, Richmond, VA 23218-0526
Phone: 804-786-1343 • FAX: 804-225-2666 • www.vdacs.virginia.gov

OCRP-102 Revised 06/15

REMITTANCE FORM
CHARITABLE ORGANIZATION
FORM 102

YOU MUST USE THIS FORM TO RECEIVE PROPER CREDIT OF YOUR FEE(S)

Organization name: _____

Address: _____

_____

Federal Employer Identification Number: _____

REGISTRATION FEE AMOUNT

Your annual registration, which includes the annual fee payment, is due every year four months and fifteen days from the end of the organization's most recently completed fiscal year, unless the organization has requested an extension of either three months or six months to file.

Initial: First time registrants pay a $100 initial fee. If the organization has prior financial history, the organization is **also** required to pay an annual fee. Organizations with no financial history are **not** required to pay an annual fee.

Late: If your registration has lapsed, you will be required to pay the $100 late fee **and** the annual registration fee. You will **never pay** an initial and late registration fee at the same time.

Annual: See page six of Form 102 for annual registration fee calculations.

Initial Registration Fee ($100): $_____ (910-02184)

Late Registration Fee ($100): $_____ (910-02184)

Annual Registration Fee: $_____ (910-02619)
(See pg. 6 of Form 102)

Total Fees: $ 0.00

To assist us in tracking your payment,
please enter your **Check Number**: _____

MAKE CHECKS PAYABLE TO "TREASURER OF VIRGINIA"

The Code of Virginia authorizes state agencies to assess interest, administrative charges and penalty fees for returned checks and past-due accounts in accordance with guidelines promulgated by the Department of Accounts.

PLEASE ATTACH COMPLETED REMITTANCE FORM TO FRONT OF REGISTRATION FORM WITH CHECK ATTACHED AND MAIL TO:

Virginia Department of Agriculture and Consumer Services
P.O. Box 526
Richmond, VA 23218-0526

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REGISTRATION STATEMENT FOR A CHARITABLE ORGANIZATION
FORM 102

Please choose the type of registration:

☐	Initial Registration
OR	
☐	Annual Renewal

Unless otherwise noted, all information provided on this form and attachments must be for the **CURRENT** fiscal year. Financial reports (except budgets) will be for the **most recently completed** fiscal year. Any change in information filed must be submitted to Office of Charitable and Regulatory Programs (OCRP) within seven (7) days of the change.

All questions **MUST** be answered. If a question does not apply, then indicate "NO or "N/A". Failure to properly complete this form or to submit all additional documentation required by any applicable section of the Rules Governing the Solicitation of Contributions will result in an incomplete registration. Your organization may not solicit in the Commonwealth of Virginia until it is properly registered.

1. Organization's primary name:

   _____

2. List any other names under which you may solicit contributions in Virginia:

   _____

   _____

3. Required primary address: _____

   _____ _____ _____
   City State Zip Code

   "Primary address" means the bona fide physical street address of the organization or sole proprietor. **P.O. Boxes will not be accepted.** Pursuant to Section 57-49.2 of the Code of Virginia, if the organization does not maintain an office, use the address of the person having custody of its financial records.

4. Does the organization maintain any other offices in Virginia?

   ☐ Yes ☐ No **If "Yes,"** then attach a list of the addresses and telephone numbers for those offices.

   "Other offices" will include locations where the organization may administer a program or house administrative functions. "Other offices" will not include the names and addresses of chapters, branches or affiliates soliciting in Virginia, as provided in response to question 7 of this form.

5. Mailing address if different from primary address above: _____

   _____ _____ _____
   City State Zip Code

6. Other contact information: _____ _____
   Telephone, including area code Fax, including area code

   _____ _____
   Internet URL Organization's official e-mail address*

***The Official E-mail address entered above will be used for the notifications unless alternate email preference is indicated here:** _____

7. Are you a parent organization and do you wish to file a consolidated or joint registration for any chapters, branches, or affiliates soliciting in Virginia?

   ☐ YES ☐ NO ☐ N/A

   If "Yes," a joint registration may be issued to the parent organization, which will apply to those subordinate organizations whose finances are reported jointly with the parent organization. Please see **2VAC5-610-30.B** of the Rules Governing the Solicitation of Contributions for information regarding whether the parent qualifies to file a consolidated or joint registration. **Please also attach a list of any affiliates, including their names, addresses and telephone numbers.**

   If "No," each of a parent's chapters, branches or affiliates may be required to file a separate registration statement. **Please attach a list of any affiliates, including names, addresses and telephone numbers.**

   If "NA," you are **not** a parent organization and do **not** have chapters, branches, or affiliates soliciting in Virginia.

8. Please check one:

	Type of organization
	Corporation
	Partnership
	Other (specify):

9. Date of incorporation or formation: _____

10. In what city was the organization legally established? _____ _____
    City State

11. What is the main purpose of the charitable organization?

    _____

    _____

12. Name and address of designated agent for receipt of process (service of legal documents) within the Commonwealth of Virginia. **NOTE: If no agent is designated, the organization shall be deemed to have designated the Secretary of the Commonwealth.**

    _____
    Name and Company Name

    _____
    Address

    _____ _____ _____
    City State Zip Code

13. Organization's fiscal year:

    a) Dates of the **CURRENT** fiscal year: From: _____ To: _____

    b) Has the organization recently changed its fiscal year? ☐ Yes ☐ No

    If "Yes," then provide the dates of the "short" fiscal year:

    From: _____ To: _____

14. Is the organization exempt under the Internal Revenue Code? ☐ Yes ☐ No

15. Key personnel:

    a) Full name and title of the individuals having signatory power over the organization's funds:

    _____

    _____

    b) Full name and title of the individuals who approve the organization's budget:

    _____

    _____

    c) Has the organization, or any officer, professional fund-raiser or professional solicitor thereof, ever been convicted of a felony?

    ☐ Yes ☐ No **If "Yes,"** then attach a statement providing a description of the pertinent facts.

    d) **For the CURRENT fiscal year, attach a listing of the organization's officers, directors, trustees, and principal salaried executive staff which includes names, addresses, and titles.** We will **not** accept the listing provided in the IRS Form 990. **Note:** Your registration will be considered incomplete if the listing does not include **titles.** Addresses are not required if the named individuals are to be contacted at the organization's primary address.

16. Percentage of fundraising expenses for the **most recently completed fiscal year:**

    a) Total amount of contributions received directly from the public:
    (found on the IRS Form 990, Part VIII, line 1h (less government grants)) _____

    b) Total spent on fundraising, including contracts with professional fund-raising counsel or professional solicitors:
    (found on the IRS Form 990, Part IX, Line 25, Column D) _____

    c) Percent of fundraising expenses:
    (found on this form, OCRP-102, Line 16b divided by Line 16a) _____%

    d) For Federated fund-raising organizations **ONLY**: State the percentage withheld from a donation designated for a member agency: _____%

    e) **Attach a copy of your organization's financial report or IRS Form 990 for the most recently completed fiscal year (IRS Form 990N is not acceptable).** Please refer to the "Checklist of Required Attachments" on page 7 for more information regarding your filing options. **Note:** Your registration will be considered incomplete if the IRS Form 990/EZ/PF is **not signed**. You will also be assessed a $100 **late fee** if you include a financial report for the **wrong** fiscal year.

17. Does the organization intend to solicit contributions from the public directly (including corporate grant proposals, door-to-door or telephone solicitations, special events, direct mail, etc.)?

    ☐ Yes ☐ No

18. Does the organization intend to have others outside the organization (e.g. volunteers, federated fund-raising organizations, etc.) conduct solicitations on its behalf?

    ☐ Yes ☐ No

19. For the current fiscal year, has your organization entered into an agreement or contract with any person(s) to conduct any aspects (including planning, managing, or carrying out) of a completed, current or upcoming solicitation?

    ☐ Yes ☐ No

If "Yes" to question 19, please indicate the arrangement with your agency by checking below:

X	Category	Type of Arrangement
	A	A bona fide, salaried officer or employee of the charitable organization or its parent organization
	B	An outside consultant or professional fundraising counsel
	C	A paid professional solicitor

If in Question 19 either B or C are checked, then please provide the following information**:**

a) List the name and address(es) of the professional fundraising counsel or professional solicitor(s) and note the date of each contract that was previously submitted to the Commissioner:

_____

_____

b) **Attach a copy of the organization's current fundraising contract(s) that were not previously submitted as required by Section 57-54 of the Code of Virginia**.

20. Please indicate how the organization will use the contributions received during the **CURRENT** fiscal year:

_____

_____

21. Has the organization been authorized by any other state or governmental agency to solicit contributions?

☐ Yes ☐ No **If "Yes,"** then name all such agencies. Submit an attachment if necessary.

_____

_____

22. Is the organization, or any officer, professional fund-raising counsel, or professional solicitor for the organization **CURRENTLY** enjoined by any court or otherwise prohibited from soliciting in any jurisdiction?

☐ Yes ☐ No **If "Yes,"** then attach a copy of the Order that states the reasons and time period for the injunction or prohibition.

23. Has any officer, professional fund-raising counsel, or professional solicitor for the organization ever been convicted in any jurisdiction of embezzlement, larceny or other crimes involving the obtaining of money under false pretenses, or the misapplication of funds impressed with a trust?

☐ Yes ☐ No **If "Yes,"** then attach a copy of the court Order that states the reasons for the conviction, or a copy of any applicable pardon.

24. Please indicate the type of solicitation activities that your organization may pursue during the current fiscal year (**check** all that apply)**:**

X	Type of Solicitation
	Telephone
	Direct mail
	Internet
	Special events
	Door-to-door
	Personal contact
	Other (Specify):

25. Except as otherwise provided, all information required to be filed under Chapter 5 of Title 57 of the Code of Virginia shall become public records in the Office of the Commissioner, and shall be open to the general public for inspection. You are required by law to supply this information as a prerequisite to the solicitation of charitable contributions. If you do not provide the required information, you may not solicit in Virginia. Any change in information filed must be submitted to OCRP within seven (7) days of the change. In order to assist you in determining whether you have provided the required information, please respond to the following:

    i) Are all questions on the form answered?

    ☐ Yes ☐ No If "**No**," then the registration will be considered incomplete.

    ii) Are all required attachments included (see page 7 for "Checklist of Required Attachments")?

    ☐ Yes ☐ No If "**No**," then the registration will be considered incomplete.

26. OATH OR AFFIRMATION.

***Two** (2) different officers must sign this registration form. The original must then be filed with the Office of Charitable and Regulatory Programs. **Copies** are not allowed.

We, the undersigned chief fiscal officer (chief financial officer, or treasurer) and president (or other authorized officer, if president is unavailable to sign), duly authorized to act on behalf of the organization for which this statement is made, certify that this statement and including any accompanying appendices have been examined by us and are, to the best of our knowledge and belief, true, correct and complete pursuant to the laws of the Commonwealth of Virginia.

We affirm and attest that no funds have been or will knowingly be used, directly or indirectly, to benefit or provide support, in cash or in kind, to terrorists, terrorist organizations, terrorist activities, or the family members of any terrorist. We understand that no person shall be registered by the Commonwealth or by any locality to solicit funds that are intended to benefit or support a family member of any terrorist.

Signature of the **chief fiscal officer, chief financial officer, or treasurer**	Signature of the **president** or **other authorized officer**
Print name	Print name
Title	Title
Date	Date

*The persons signing this form as chief fiscal officer (chief financial officer/treasurer) and president (or other authorized officer) **must be** designated by title on the current fiscal year's list of officers, directors, trustees, and principal salaried executive staff. The registration will be returned as ***incomplete***, if the person signing as chief fiscal officer (chief financial officer/treasurer), by whatever title, is not identifiable on the listing of officers, directors, trustees, and principal salaried executive staff as the person authorized to act within the capacity and function of chief fiscal officer (see Section 57-49.D. of the Code of Virginia). The registration will also be returned as ***incomplete,*** if the form is not properly signed. Copies of the form are not allowed.

Section 57-61.1.A. of the Code of Virginia states that "Registrations by charitable organizations, professional solicitors, and professional fund-raising counsel ***are effective, if complete, upon receipt*** by the Commissioner." For more information on determining whether your registration is complete, see: http://www.vdacs.virginia.gov/consumer/pdf/oca-102registration.pdf.

Rules Governing the Solicitation of Contributions: http://www.vdacs.virginia.gov/forms-pdf/cp/oca/charitable/ocasolicitationreg.pdf.

SCHEDULE OF REGISTRATION FEES

FEE CRITERIA*

$30 If your **gross contributions** for the preceding year do not exceed $25,000.
$50 If your **gross contributions** exceed $25,000 but do not exceed $50,000.
$100 If your **gross contributions** exceed $50,000 but do not exceed $100,000.
$200 If your **gross contributions** exceed $100,000 but do not exceed $500,000.
$250 If your **gross contributions** exceed $500,000 but do not exceed one million dollars.
$325 If your **gross contributions** exceed one million dollars.

"**Gross contributions**" means the total contributions received by the organization from all sources, excluding government grants (this amount is found on **Line E** under Computation of Fee Criteria).

Organizations with **no prior** financial history filing an initial registration shall be required to pay an initial fee of $100.
Organizations with prior financial history filing an initial registration shall be required to pay an initial fee of $100 **in addition to the annual registration fee.**

****Any organization which allows its registration to lapse shall be required to pay a $100 late fee in addition to the annual registration fee.**

***COMPUTATION OF FEE CRITERIA**

Due to the diversity in reporting, the following computation should be used as a guide for calculating the required annual registration fee.

Total contributions, gifts, grants, etc. (IRS Form 990, Part VIII, Line 1h) A _____

Subtract

- Funds received from federated fundraising organization (FFO)** (IRS Form 990, Part VIII, Line 1a) B _____
- Government Grants (IRS Form 990, Part VIII, Line 1e) C _____

Total Deductions (add Lines B and C above) D $0.00

GROSS CONTRIBUTIONS (**subtract** Line D from Line A above) E $0.00

The federated fundraising organization (FFO), as defined in section 57-48 of the Code, **must register annually with the Commissioner, to qualify for subtraction of funds in the fee computation. Enter the complete name of the FFO in the space provided below:

Name of FFO: _____

FORM 102 – CHECKLIST OF **REQUIRED** ATTACHMENTS

X	**ALL Registrants MUST file the following Items:**
☐	Remittance form and check, made payable to "**Treasurer of Virginia**."
☐	Listing of **names**, **titles**, and addresses of **this year's** officers, directors, trustees, and any principal salaried executive staff. **Titles are required**; **addresses are not required** if the named individuals are to be contacted at the organization's primary address. We will **not** accept the listing included in the most recently completed IRS Form 990 since that listing is not for the current year.
☐	**Financial report. All organizations with prior financial history,** shall file a copy of one of the following: (1) The most recently completed IRS Form 990, 990-PF, or 990-EZ, with all schedules, as required by the IRS, except Schedule B, and with all attachments, as filed with the IRS. The form **must be signed** or, if the form is filed electronically with the IRS, the organization must submit a **signed** copy of the IRS e-file signature authorization; or (2) Certified audited financial statements for the most recently completed fiscal year; or (3) If the annual income of the organization qualifies the organization to file Form 990-N with the IRS, a certified treasurer's report for the past fiscal year. Form 990-N is **NOT** an acceptable financial statement. A "certified treasurer's report" is an income and expense statement **and** a balance sheet for the most recently completed fiscal year and include the certification **signed** by the treasurer, "I hereby certify that, to the best of my knowledge, that the financial statement above is accurate and correct. //s*igned."* **Important Note**: If your most recently completed financial report is not ready by the registration due date, you may request an extension of time to file your registration statement for either 3 or 6 months. The extension request may be mailed, faxed to our office at 804-225-2666, or emailed to OCARPUNIT.vdacs@vdacs.virginia.gov, and will include: 1) the organization's name, 2) Federal Identification Number (FEIN), and 3) the extension request length of time, which is either for 3 months or for a total of 6 months. If you do **not** provide the correct financial report by the required due date, you will be assessed a **late fee** of $100. **Newly formed organizations**: shall file a copy of the board-approved budget of anticipated revenues and expenses for the **CURRENT** year. Please notate on the budget the date of board approval.
☐	A list of the addresses and telephone numbers for any branch offices in Virginia, if you answered **"yes"** to **question 4**.
☐	A list of any chapters, branches or affiliates' names, addresses and telephone numbers, if you are a parent organization as identified by your response to **question 7**.
☐	Copy of signed contract(s) between your organization and each professional fundraising counsel and / or professional solicitor, if you answered **"yes"** to **question 19**.
☐	Copy of any amendments to your articles of incorporation, not previously filed. If unincorporated, file any amendments to the governing documents, not previously filed.
☐	Copy of amendments to your by-laws, not previously filed.
☐	IRS determination letter and any subsequent modifications, if the organization is listed with the IRS as tax exempt, not previously filed. If tax-exemption is pending, the completed IRS application form, as filed with the IRS.
X	**First-time / Initial filers MUST also file *copies* of the following Items:**
☐	Certificate of incorporation, if the organization is incorporated. If the organizing jurisdiction does not issue a certificate, the articles must bear a state stamp or seal.
☐	Articles of incorporation, if the organization is incorporated, and any subsequent amendments to those documents. If unincorporated, file any other governing documents.
☐	Bylaws and any amendments.
☐	IRS determination letter and any subsequent modifications, if the organization is listed with the IRS as tax exempt. If tax-exemption is pending, the completed IRS application form, as filed with the IRS.