

## Chapter Program for Incorporation as a Not-For-Profit Corporation

<u>STEP</u>	<u>DONE</u>	<u>REQUIREMENT</u>
1.	<input type="checkbox"/> 1	Obtain IRS Form SS4, Application for Employer Identification Number (EIN).
2.	<input type="checkbox"/> 2	File SS4 with IRS Servicing Regional Office.
3.	<input type="checkbox"/> 3	IRS will send EIN Number.
4.	<input type="checkbox"/> 4	Open Bank Checking account. Furnish EIN Number.
5.	<input type="checkbox"/> 5	Obtain Chapter Charter from NARPM. Furnish to Bank. Ensure Name of Chapter is same as on Charter.
6.	<input type="checkbox"/> 6	Suggest obtaining a copy of the book, <i>How to Form a Non-Profit Corporation</i> , Anthony Mancouso, Nolo Press, 950 Parker Street, Berkeley, CA 94710-9867, \$24.95. This is a step-by-step guide for incorporating a non-profit corporation. It has specific information for all 50 states.
7.	<input type="checkbox"/> 7	Write the Secretary of State of your State and ask for a Non-profit Incorporation package. This gives up-to-date information on your State's requirements.
8.	<input type="checkbox"/> 8	Chapter president to name Incorporator Agent.
9.	<input type="checkbox"/> 9	Chapter to designate initial board of directors. Chapter can vote or executive committee can act as first board for incorporation purposes.
10.	<input type="checkbox"/> 10	Draft Articles of Incorporation. Use Secretary of State guidance first, Mancouso book second.
11.	<input type="checkbox"/> 11	Draft bylaws. Don't use NARPM stock bylaws, as they don't provide for corporate formation.
12.	<input type="checkbox"/> 12	Have bylaws reviewed by chapter board of directors. Have them signed.
13.	<input type="checkbox"/> 13	Have bylaws reviewed by an Attorney. Have him sign.
14.	<input type="checkbox"/> 14	Submit Articles and bylaws to NARPM for approval.

15. 15 Complete State Tax Exemption Application.
16. 16 Submit chapter Articles of Incorporation and all other needed documentation to Secretary of State.
17. 17 Receive Certified Certificate of Incorporation.
18. 18 Take corporation package before members for ratification vote of bylaws.
19. 19 Obtain or create Corporate Records Book, Corporate Seal, membership records and certificates, etc. See Non-profit Corporation Kit from Nolo Press.
20. 20 Commence to act "incorporated".
21. 21 Annually, submit required Tax forms to State and IRS, if required. California Form not required if the chapter grosses less than \$25,000 annually or has less than \$1,000 in non-related income. IRS Form 990EZ is not required for less than \$25,000 gross annual income or less than \$250,000 total assets. Check with an Accountant to see what the requirements are in your State.