

**EXEMPT ORGANIZATION FUND-RAISING NOTICE**  
**OFFICE OF THE SECRETARY OF STATE**  
**STATE HOUSE**  
**ANNAPOLIS, MD 21401**  
**410-974-5534**  
<http://www.sos.state.md.us>

NEW                  RENEWAL

**Print this form, complete it and mail to:**

Charitable Organizations Division, Office of the Secretary of State, State House, Annapolis, Maryland 21401

For assistance, call: (410) 974-5534 or [e-mail](mailto:) your question to us.

The Exempt Organization Fund-Raising Notice is required for charitable organizations that raise less than \$25,000 in charitable contributions or solicit contributions for a named individual and the gross amount is delivered to the individual.

1. Name of Charitable Organization or Name of Individual for whom the fund-raising campaign is being conducted. \_\_\_\_\_
2. Employer I.D. Number of Charitable Organization or Social Security Number of Individual  
\_\_\_\_\_
3. Street Address \_\_\_\_\_
4. City, State & Zip \_\_\_\_\_
5. County \_\_\_\_\_
6. Telephone Number \_\_\_\_\_                  7. FAX Number \_\_\_\_\_
8. E-mail address (if applicable) \_\_\_\_\_
9. Purpose of Charitable Organization or Charitable Fund-raising  
\_\_\_\_\_
10. Have you received 501(c)(3) status from IRS? Check one:  
  
          Yes                  No                  Pending

If yes, please submit a copy of your organization's tax determination letter issued by the Internal Revenue Service.

11. Methods of Fund-raising (check all that apply).

Mail

Telephone

Canisters

Door-to-Door

Other (describe below)

12. Fund-raising Start Date \_\_\_\_\_

13. Name and address of individual with custody of financial records

\_\_\_\_\_

14. Names and addresses of persons with final responsibility for custody and final distribution of contributions \_\_\_\_\_

\_\_\_\_\_

15. Bank name, address, and account number, where contributions are deposited

\_\_\_\_\_

16. Check One:

This organization is exempt from registering as a charitable organization because it solicits contributions for a named individual and the gross amount is delivered to the individual. Business Regulation Section 6-102(c)(1)(ii)(1),

or

This organization is exempt from registering as a charitable organization because it has not to date received more than \$25,000 in charitable contributions during the most recently completed fiscal year ending \_\_\_\_\_. Business Regulation Section 6-102(c)(1)(ii)(4).

17. If your organization files with the Internal Revenue Service an IRS Form 990 or 990 EZ, please submit with this notice a copy of the IRS Form 990 or 990-EZ for the most recently completed fiscal year. If your organization does not file either an IRS Form 990 or 990 EZ, please answer the following questions:

A. Amount of contributions received in most recently completed fiscal year \_\_\_\_\_

B. Amount of contributions received to date in current fiscal year \_\_\_\_\_

18. Is organization a private foundation that is affiliated with any Maryland State agency?

Yes      No (If yes and raised more than \$100,00) you must submit an Audit and Agreed Upon Procedures Report with application.

I do solemnly affirm under the penalties of perjury that the contents of this document are true to the best of my knowledge, information, or belief.  
(Type or Print) Name of Individual or Chief Executive Officer of Organization

\_\_\_\_\_

Signature

Date