

**State of Tennessee**



**Department of State**  
Division of Charitable Solicitations & Gaming  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Avenue, 8th Floor  
Nashville, TN 37243  
(615) 741-2555 / (615) 253-5173 (fax)

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**FILING INSTRUCTIONS FOR REGISTRATION  
OF A CHARITABLE ORGANIZATION**

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**Each application for registration must include the following documents and fee:**

- Completed Application for Registration form
- Completed Summary of Financial Activities form
- IRS Form 990, Form 990EZ or 990N for the most recently completed fiscal year, if the organization is tax exempt
- An audited financial statement if the organization grossed more than \$500,000 in revenue, excluding grants from government agencies and 501(c)(3) private foundations
- Governing documents (Articles of Incorporation, if incorporated, By-laws, etc.)
- IRS determination letter granting tax-exempt status, if applicable
- \$50.00 filing fee

**NOTE:** If the application is not complete, the registration will not be approved.