



everychild.one voice.

2022-2023

Charitable Trust Solicitation Guide

EVERY PTA MUST FILE ANNUALLY WITH THE
OHIO ATTORNEY GENERAL'S OFFICE!

Filing deadline is November 15th

PTA is . . .

- *A powerful voice for all children*
- *A relevant resource for families and communities*
- *A strong advocate for the education and well-being of every child*

Ohio PTA

40 Northwoods Blvd, Ste. A

Columbus, Ohio 43235-4718

614-781-6344 * 800-699-6628

614-781-6349 Fax

office@ohiopta.org * www.ohiopta.org



DAVE YOST

OHIO ATTORNEY GENERAL

Charitable Law Section
Office 614-466-3181
Fax 614-466-9788

This guide was developed to guide you through the process, step-by-step for creating an account, registration of your organization, and the submission of an annual report. It will also provide you with all questions asked so that you can prepare the information prior to starting the process.

Useful references:



- Tool Tips - These are located beside most questions. Just click for help! The tips generally follow IRS definitions

- Indicates a required field

Once you create your account and log in, you will see a menu for other options important to your organization and/or account.



To access the online system, go to <https://Charitable.OhioAGO.gov/Charity-Registration>. Click on the “Register a Charity, File Reports or Create an Account” button at the top of the page.

Charity Registration



Register a Charity, File Reports or Create an Account



Starting a Charity in Ohio



Closing a Charity in Ohio

150 E. Gay St., 23rd Floor | Columbus, Ohio | 43215

www.OhioAttorneyGeneral.gov

CREATING AN ACCOUNT an account as a first time user (if you already created an account, you just need to log in and go to the “Registration” or “Annual Report” below):

If you already have an account, sign-in here.

E-mail:

Password:

[Password help](#)

Log in >

First Time Users, you will need to create an account!

E-mail:

Confirm E-mail:

Password:

Confirm password:

First name:

Last name:

Your phone number: () -


What is your relationship to your organization(s)?

Other (please specify):

Enter the organization’s EIN – DOUBLE CHECK THE EIN BEFORE SUBMITTING.

** Required*

* Your Charitable Organization's
Employer Identification Number (EIN):
Example: 12-3456789




< **Back** **Next** >

CREATING AN ACCOUNT (continued)

According to the Ohio PTA, the question below should be answered “No” as the Ohio PTA does not file an IRS tax form 990 on your behalf.

** Required*

* Does this organization have a parent organization which files a federal tax return with the IRS on behalf of this chapter?

Yes | No 

< **Back** **Next** >

According to the Ohio PTA, the question below should be answered "yes" since your organization is located in Ohio.

** Required*

* Is the organization located or incorporated in Ohio, have offices, programs, assets or staff in the state or use an Ohio address in filings with the IRS?

Yes | No

< **Back** **Next** >

CREATING AN ACCOUNT (continued)

Provide the basic information about your organization (name, address, etc.). This will be stored in our database and can be edited by anyone with an account, if needed. An example of “Doing business as” is “Parent Education School Support Child Advocacy”.

For the Business Location, use the Ohio PTA Address:

40 Northwoods Blvd, Ste A

Columbus, OH 43235

For the Mailing Address, use the address of the President of the specific PTA that is filing. Note: this will need to be updated when a new President is established.

Tell us about your organization.

Organization

* Name:

Doing business as (if applicable):

* Type:

Business location

* Country:

* Address line 1:

Address line 2:

* City:

* State:

County:

* ZIP code:

Mailing address

Use business location

* Country:

* Address line 1:

Address line 2:

* City:

* State:

CREATING AN ACCOUNT (continued)

In the first question, “solicit” refers to any type of fundraising (e.g., spaghetti dinners, bake sales, bingo, etc.).

The last question refers to all revenue before any expenses are subtracted.

The screenshot shows a registration form with four questions, each with a radio button for 'Yes' or 'No' and a help icon (question mark in a circle). The questions are:


- * Does organization, on its own behalf or through other groups or professional solicitors, **intend to solicit Ohioans** (contributions, bingo, special events, etc); OR has the organization done so within the past 3 years?
- * Does the organization intend to hire a professional solicitor, fundraising counsel and/or commercial co-venturer; OR has the organization done so within the past 3 years?
- * Date of organization's formation, incorporation, agreement or constitution:
- * Does the organization intend to have annual-gross revenue of \$25,000 or more including-gross receipts from conducting bingo and instant pull tabs; OR has the organization had annual-gross revenue of \$25,000 or more within the past 3 years?

At the bottom of the form are two blue buttons: 'Back' with a left arrow and 'Next' with a right arrow.

At this point, you will be asked to confirm responses to all questions. If everything is ok, click “Submit”.

CREATING AN ACCOUNT (continued)

Once submit is selected, you will be asked to check your email. If you did not receive an email from our office, please check your spam folder.



Please confirm your e-mail address!

To finish creating your account, go to your email to find a message from CharitableRegistration@OhioAttorneyGeneral.gov. Click on the link in that message to return to the Charitable Registration system in order to proceed with the registration process.

If you don't receive it shortly, please

- Check your e-mail spam folder.
- Contact us for assistance at CharitableRegistration@OhioAttorneyGeneral.gov or (800) 282-0515

If you cannot locate the email, please contact the Ohio Attorney General's Office.

Once you have received and opened the email, click on the link within the email and you will be taken to a web page and asked to click on a link to log in. This process is important to finish creating the account.

Username: test@test.com
Password: xxxxxxxx|
Organization: Organization Name
EIN: 12-3456789

In order to finish creating your account, ***you must click on this link:***

<https://charitableregistration.ohioattorneygeneral.gov/charities/Confirm-Account.aspx?id=XXXXXXXX>

You will log in and then be directed on how to proceed to ensure your organization is in compliance with state law.

You can also edit your information, contact the Attorney General's office, or find information for charitable organizations on our services for charities web page: Charitable.OhioAGO.gov/Charity-Registration.

Thank you for the work you do in connection with Ohio's charitable community and best wishes in your efforts.

Office of Ohio Attorney General Dave Yost
CharitableRegistration@OhioAttorneyGeneral.gov | (800) 282-0515

CREATING AN ACCOUNT (continued)



Clicking login will return you to this page. Please login using the user ID and password contained in the confirmation email.

If you already have an account, sign-in here.

E-mail:

Password:

[Password help](#)

Log in >

First Time Users, you will need to create an account!

E-mail:

Confirm E-mail:

Password:

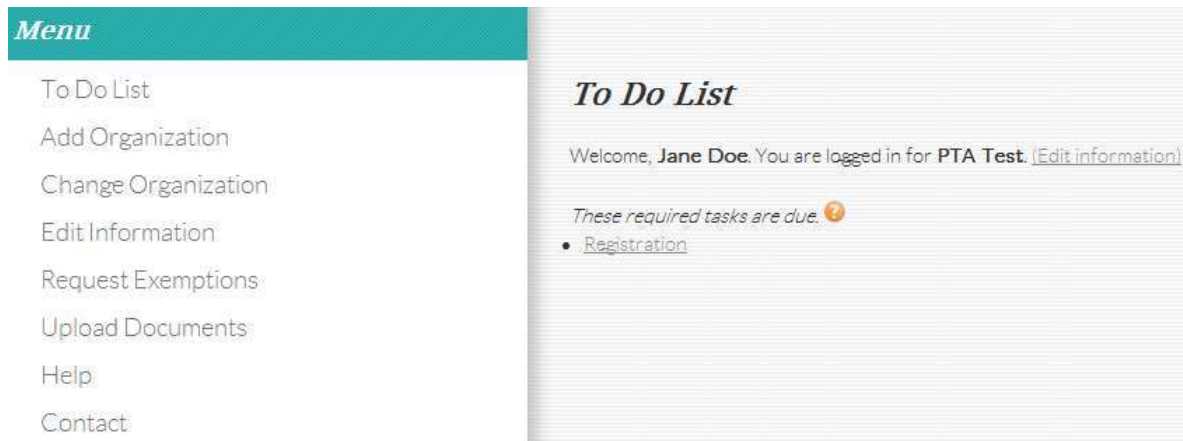
Confirm password:

First name:

This will take you to your “To Do” List.

REGISTRATION (This will only need to be completed once – if you already completed this in a previous year, go to the section titled “Annual Report”):

The “To Do List” will display all items that are required to be submitted. This listing will be updated based on information that is submitted, so be sure to return to this listing to make sure that everything has been submitted (unless you have indicated the information will be mailed/faxed).



Registration Page 1 – This information has already been answered previously, just confirm there are no changes.

The image shows a registration form with the following fields and values:

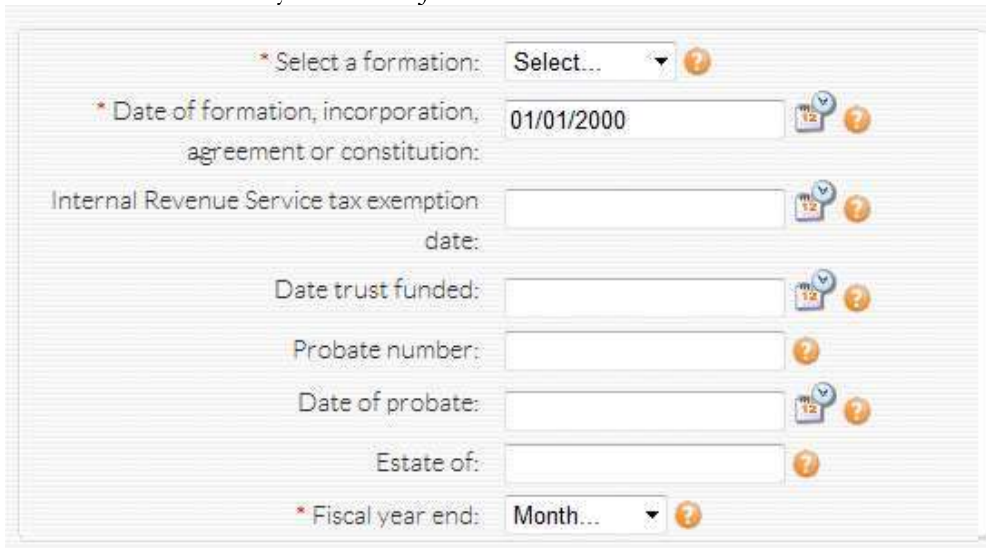
- Organization: PTA Test
- Website: [empty]
- Employer identification number (EIN): 12-3456788
- Secretary of State Charter Number: [empty]
- Ohio biago license number: [empty]
- Business location**
 - Country: United States
 - Address line 1: 123 PTA Street
 - Address line 2: [empty]
 - City: Columbus
 - State: OH
 - County: Franklin
 - ZIP code: 43215
 - Phone number: [empty]
 - Fax number: [empty]
- Mailing address**
 - Use business location
 - Country: United States
 - Address line 1: 123 PTA Street
 - Address line 2: [empty]
 - City: Columbus
 - State: OH
 - County: Franklin
 - ZIP code: 43215

REGISTRATION (continued)

Registration Pages 2 and 3

Note: According to the Ohio PTA:

- The Date of formation for your organization is the same as the date of your Charter
- Your fiscal year end is “June”.



* Select a formation: ?

* Date of formation, incorporation, agreement or constitution: ?

Internal Revenue Service tax exemption date: ?

Date trust funded: ?

Probate number: ?

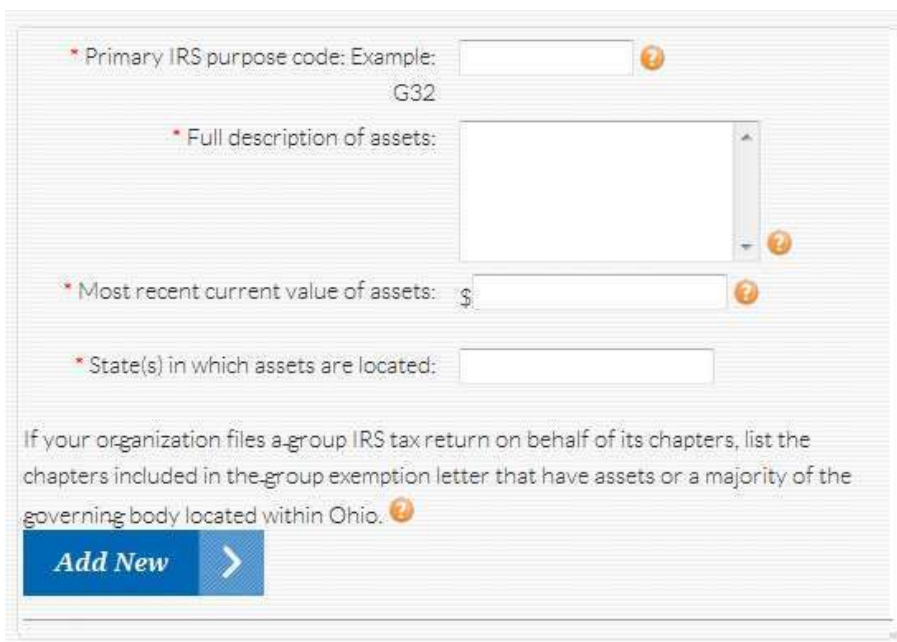
Date of probate: ?

Estate of: ?

* Fiscal year end: ?

Notes from the Ohio PTA:

- Your “Primary IRS purpose code” is “B94”
- For a “full description of assets”, some examples are popcorn machines, bank accounts, etc.
- Skip the question regarding group IRS tax returns



* Primary IRS purpose code: Example: ?
G32

* Full description of assets: ?

* Most recent current value of assets: \$?

* State(s) in which assets are located: ?

If your organization files a group IRS tax return on behalf of its chapters, list the chapters included in the group exemption letter that have assets or a majority of the governing body located within Ohio. ?

[Add New](#) >

REGISTRATION (continued)

Registration Page 4 – We need a copy of your Federal Tax Exemption Determination Letter (aka IRS Determination Letter that grants your organization’s 501(c)(3) status) and a copy of your creating documents (Articles of Incorporation, bylaws, etc.). These items can be uploaded at any point or mailed/faxed/emailed to us. Registration will not be complete until we receive the appropriate items.

Note: If you do not have a copy of your Federal Tax Exemption Determination Letter please contact our office.

Upload documents

*In order to complete registration, you must upload your organization's **creating documents** and a copy of the **Federal Tax Exemption Determination Letter**.*

Example of creating documents: **And 1 of the following:**

- Articles of incorporation/association
- Bylaws or regulations
- Constitution
- Current charter
- Instrument of trust

Document Description: Select document description...
* If other, please describe:

Please select a file to upload:

Add File >

OR

Mail or fax documents

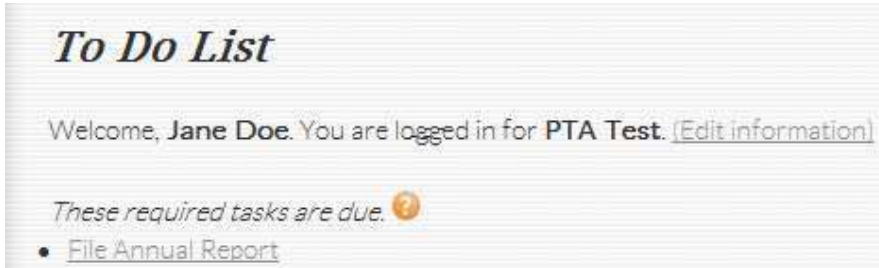
Note that registration will not be complete until the Attorney General has received these documents.

Ohio Attorney General's Office
Charitable Law Section
150 E. Gay St, 23rd fl.
Columbus, OH 43215

You will be asked to confirm the information you are about to submit.

This document is to only be used by subordinate organizations of the Ohio PTA


ANNUAL REPORT (this will need to be completed annually on the fifteenth day of the fifth month after your fiscal year end, unless on federal extension.) We will send reminder emails regarding upcoming filing deadlines:



File Annual Report Page 1 – If the revenue or asset amounts exceeds the minimum threshold, you will be asked to complete the annual report. If the amounts are below the thresholds, these are the only questions you will be asked.

NOTE: Please file annual reports for ALL years that appear in the "desired filing year" drop down menu (see below). Do not skip a year. If a prior year's report has been left unfiled by a prior officer, be sure to file the report at this time.


** Required*


* Desired filing year ending, June: 


For the fiscal year indicated


Responses to the below questions determine whether the entire annual report must be filed. If, based on your responses, it is determined that the full annual report is not required, the filing process will end and your filing requirements for the year indicated above will be fulfilled.


Be sure to enter only accurate information. Answers to the questions below cannot be altered if it is determined that a full annual report is not required.

* Did your organization, on its own behalf, solicit Ohioans (contributions, instant pull tabs, bingo, special events, etc)? Yes No 

* Did you hire a professional solicitor, fundraising counsel, and/or commercial co-venturer to solicit in Ohio? Yes No 

* Enter Amount of Gross Revenue. Gross revenue does not include grants or awards from the government or 501(c)(3) organizations: 

* Enter the Amount of Total Assets: 

Next 

ANNUAL REPORT (continued)

File Annual Report Page 2 – This is information already on file; however, we ask each year to confirm the information.

* Organization:
Website:
Employer identification number (EIN): ⓘ

Secretary of State Charter Number: ⓘ

Ohio bingo license number: ⓘ

Business location ⓘ

* Country: ▼
* Address line 1:
Address line 2:
* City:
* State: ▼
 ▼
County:
* ZIP code:
* Phone number:
Fax number:

Mailing address ⓘ

Use business location

* Country: ▼
* Address line 1:
Address line 2:
* City:
* State: ▼
 ▼
County:
* ZIP code:

ANNUAL REPORT (continued)

File Annual Report Page 3 – This information can be found on the IRS form 990 (the tool tips will identify the corresponding line item on the 990).

NOTE: The “Total asset” amount will already be listed on this page since we ask the question earlier in the Annual Report. If you need to make a change to the amount, you will need to return to the first page of the annual report.

Revenue

* Individual contributions, gifts, grants and similar amounts received: \$?

* All other revenue: \$?

* Total revenue: \$ 0.00 ?

Expenses

* Program service expenses: \$?

* All other expenses: \$?

* Total expenses: \$ 0.00 ?

Assets

* Total assets: 25000.00 ?

Liabilities

* Total liabilities: \$?

< Back Next >

ANNUAL REPORT (continued)

File Annual Report Page 3 – Below are also questions that can be found on the IRS form 990.

* How many times did the board of directors meet in the last fiscal year? ?

* Do you have a conflict of interest policy? Yes No ?

* Did your organization have an audit conducted by a certified public accounting firm for the same fiscal year for which you are currently filing? Yes No ?

ANNUAL REPORT (continued)

File Annual Report Page 3 (cont.) – Each officer, director, trustees, etc should be listed in the area below.

Note: Once the board members are entered, they will appear on every annual report in the future. You will just need to scroll below the table and edit the information as needed.

* Provide the names, addresses, total annual compensation with benefits, and average hours per week of all officers, directors, trustees, and executive personnel of the charitable organization ?

Officers/Directors/Trustees/Executive Personnel Worksheet

To reduce loading time, users can submit 10 board members at a time by clicking Add New. Those board member names will be stored in a drop-down menu. Only after hitting Submit does the data get loaded into the database, so always hit Submit prior to leaving this page. This function can be repeated as frequently as needed.

Use business location

* First name:

* Last name:

* Country:

* Address line 1:

Address line 2:

* City:

* State:

County:

* ZIP code:

* Title/Position:

* Annual Compensation: \$

* Average hours per week:

Add New >

ANNUAL REPORT (continued)

File Annual Report Page 4 – These questions are not required but should be answered if they apply to your organization.

The screenshot shows a web form with two sections. The first section is titled "Organization aliases" and contains the text: "If your organization solicits funds under any name other than PTA Test, please list each additional name." Below this text is a blue button labeled "Add New" with a right-pointing chevron. The second section is titled "Additional solicitors" and contains the text: "If your organization uses fundraising counsel, professional solicitors, or commercial co-venturers, please list them." Below this text is another blue button labeled "Add New" with a right-pointing chevron. At the bottom of the form are two blue buttons: "Back" with a left-pointing chevron and "Next" with a right-pointing chevron.

Some organizations may be subject to more questions based on solicitations conducted. These questions are not a part of this hand-out. If they are needed in advance, a full list of questions are provided on our website at <https://Charitable.OhioAGO.gov/Charity-Registration/Publications/List-of-Annual-Report-Questions>.

The organization will then be asked to confirm all information prior to submission of the Annual Report.

FEES

Organizations will be required to submit fees based on the amount of assets at the end of the fiscal year. Fees can be paid by credit card or electronic check, - just select the appropriate option.

The trust registration or financial filing fee amount is based upon the assets held at year end. The term "assets" refers to the total value of the trust's assets which are irrevocably devoted to charitable purposes at the end of the taxable year end.

Value of Assets: \$

	Assets	Fee
<input type="radio"/>	Less than \$25,000	\$0.00
<input checked="" type="radio"/>	\$25,000 or more but less than \$100,000	\$50.00
<input type="radio"/>	\$100,000 or more but less than \$500,000	\$100.00
<input type="radio"/>	\$500,000 or more	\$200.00

Trust Fee: \$

-
-