

# FAQ: Renewal/Registration Applications

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## *What do I need in order to file an application online?*

- A credit/debit card for your payment
- Accounting period information
- Address information for the organization (principal and mailing)
- Name and address information for the following people:
  - Primary contact for the organization
  - Title, name and address of each officer, director, trustee and the principle salaried officer
  - Person(s) responsible for the custody of contributions
  - Person(s) responsible for the final distribution of contributions
- Address information for any new chapters, branches and affiliates of the organization located in Tennessee
- List of other states where registered
- Statement of purpose of the organization
- You may need one or more of the following documents in pdf format:
  - IRS Form 990 , Form 990 EZ or 990N for the most recent completed accounting year, if the organization is exempt
  - An audited financial statement, if the organization grossed more than \$500,000 in revenue, excluding grants from governments agencies and 501(c)(3) private foundations
  - If you solicit under another name, and have documents authorizing your solicitation of contributions under that name, a copy of such authorization
  - A copy of any amendments to the charter, bylaws or other governing documents since the last registration.
  - If you have been enjoined by any court from soliciting contributions since your last registration, a copy of the court order.
  - If the organization contracts with or otherwise engages the services of any outside fundraising professional ( such as a "professional fundraiser", "paid solicitor", "fund raising council" or "commercial co-venturer") a list including their names, addresses (street and po)), telephone numbers and location of offices used by them to perform work on your behalf of the organization. Additionally, a true copy of any contract with the listed entity

## *What types of credit cards are accepted for payment?*

- Visa, MasterCard, American Express, Discover

## *Can I save my application and come back at a later time?*

- No. Not at this time. You must complete the application in full.

## *When I click "Next", nothing happens. What should I do?*

- When you click Next, and nothing happens, it usually means that one or more required fields is blank, or contains incorrectly formatted data. Required fields are marked with a red asterisk (\*). In addition, if you try to go to the next step and a required field is empty or incorrect, it will put the word "Required" to the right of the field.

**How do I add a contact to the application?**

- 1. Fill our all fields for the contact:

Title	Financial Distributor
Firstname	Jane
Lastname	Doe
Street	1 Main Street
City	Nashville
State	TENNESSEE
Zipcode	37243
<input type="button" value="Add Contact"/>	

- 2. Click the “Add Contact” button

- 3. The contact will be added to the application. You should see a summary at the bottom of that section, below the add contact button:

Zipcode	
<input type="button" value="Add Contact"/>	
<a href="#">(edit)</a> / <a href="#">(delete)</a>	
Financial Distributor	
Jane	
Doe	
1 Main Street	
Nashville	
TN	
37243	

**How do I sign an application electronically?**

- Fill our all the fields in the signature section, and then check the box to certify the signature.

This document must be signed by two authorized officers, one of whom shall be the chief fiscal officer.

*Authorized Officer	Jane Test
*Authorized Officer Title	President
*Date	03/17/2010 <small>format (mm/dd/yyyy)</small>
*Authorizing Statement	

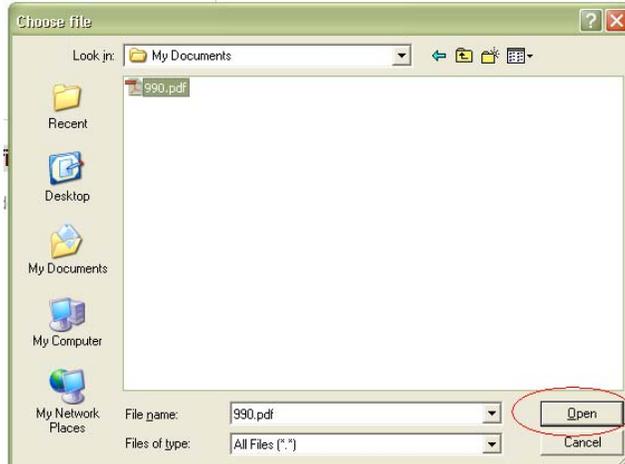
By checking this box, you certify that this is your signature and you have the authority to submit this registration form on behalf of the organization. Additionally, you certify that you have examined this registration form, including accompanying documents, and to the best of your knowledge and belief, the form and each document are true, correct, and complete.

## How do I attach a document?

1. Beside the file attachment field, click the Browse button

Attach File:   (PDF Format Only, 4.5 MB or smaller)

2. A “choose file” dialog will open. Navigate to where the document is saved on the computer, and select the file. Then click Open.



3. The path to the file will be displayed in the file attachment field. Click Add File.

If yes, attach a copy of a court order.

Attach File:   (PDF Format Only, 4.5 MB or smaller)

4. After the file is added, a Link to the file will be displayed below the section.

(delete) [990.pdf](#)