



# WELCOME OVERVIEW OF TODAY

**Andrea Krieger**

**Executive Director of Institutional Development  
Pensacola State College**



- **What do you know? What do you think you know?**
- **What is it? Where do I find it? Why is it important?**
- **QUESTIONS?**
- **The Basic Financial Paperwork – Good Stewardship Practices**
- **QUESTIONS?**
- **Accreditations and Charity Reviews**
- **QUESTIONS?**
- **Human Resources- Basics of Paperwork**
- **What do you know now?**

Founding Partner



# INTRODUCTIONS

Who are you?

Who are you with?

What are you working on?

What do you want to get out of today?

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STATE COLLEGE  
NONPROFIT CENTER





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STATE COLLEGE  
NONPROFIT CENTER**



# Starting a Nonprofit

<http://www.irs.gov/Charities-&Non-Profits> to get started with registration



File

Pay

Refunds

Credits & Deductions

Forms & Instructions

Search



Education Sessions

International Taxpayers

Governmental Liaisons

Federal State Local Governments

Indian Tribal Governments

Tax Exempt Bonds

## Tax Exemption

[Apply for Tax-Exempt Status](#)

How to apply for IRS recognition of tax-exempt status

[Reinstate Tax-Exempt Status](#)

What to do if your tax-exempt status is revoked

[Lifecycle of an EO](#)

Information about five stages in an exempt organization's lifecycle

## Charitable Contributions

[Charitable Contributions](#)

Learn about tax-deductible charitable contributions

[Noncash Charitable Contributions](#)

Learn about making charitable contributions of property

## Applying for Tax Exempt Status

[English](#) | [Español](#) | [中文\(简体\)](#) | [中文\(繁體\)](#) | [한국어](#) | [Русский](#) | [Tiếng Việt](#) | [Kreyòl ayisyen](#)

Individuals

Businesses and Self-Employed

Charities and Nonprofits

Exempt Organization Types

Lifecycle of an Exempt Organization

Once you have followed the steps [outlined on this page](#), you will need to determine what type of tax-exempt status you want.

Note: As of January 31, 2020, Form 1023 applications for recognition of exemption must be submitted electronically online at [www.pay.gov](http://www.pay.gov). As of January 5, 2021, Form 1024-A applications for recognition of exemption must also be submitted electronically online at [www.pay.gov](http://www.pay.gov). As of January 3, 2022, Form 1024 applications for recognition of exemption must be submitted electronically online at [www.pay.gov](http://www.pay.gov) as well. A grace period will extend until April 30, 2022, where paper versions of Form 1024 will continue to be accepted. For more information, please refer to the [Form 1024 product page](#).

### After You Apply

- [IRS Processing of Exemption Applications](#)
- [Application Process](#)
- [Tax Law Compliance Before Exem Status Is Recognized](#)
- [Where's My Application for Tax-Exempt Status?](#)

## At the bottom of the page...

### Online training

- [Applying for Tax Exemption - An Overview](#)

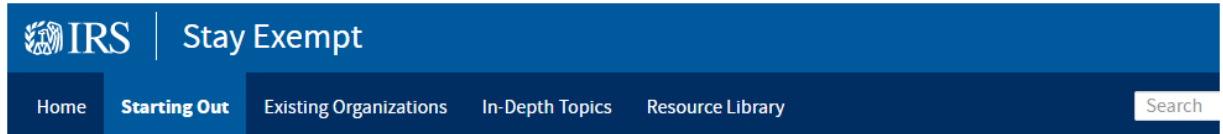
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# Starting a Nonprofit

<http://www.irs.gov/Charities-&-Non-Profits> to get started with registration

At the bottom of the page...



## Online training

- [Applying for Tax Exemption - An Overview](#)

[Home](#) / [Starting Out](#)

## Starting Out

Applying for tax-exempt status? You've come to the right place. Below are a few IRS tools to get your organization moving in the right direction.



Action	Course Title	Runtime
	<b><a href="#">Applying for Section 501(c)(3) Status</a></b> Ensure that your organization is eligible for tax exemption before applying. This course discusses eligibility, the benefits of exemption, how to apply and filing requirements while waiting for a determination letter. <a href="#">Alternate PDF Version</a> <a href="#">PDF</a>	39:39
	<b><a href="#">Overview of Form 1023 e-Filing</a></b> The IRS requires that Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, be completed and submitted through Pay.gov. <a href="#">Alternate PDF Version</a> <a href="#">PDF</a>	30:00

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# Stay Exempt – Legal Filings tied to your IRS Determination

<http://www.irs.gov/Charities-&-Non-Profits>

## Search for Tax Exempt Organizations



Help | News | English | Charities & Nonprofits | Tax

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

Search

Home / File / Charities and Nonprofits

## Charities and Nonprofits

English | Español | 中文(简体) | 中文(繁體) | 한국어 | Русский | Tiếng Việt | Kreyòl a

Tax information, tools, and resources for charities and other tax-exempt organizations.

### Individuals

### Businesses and Self-Employed

### Charities and Nonprofits

Exempt Organization Types

Lifecycle of an Exempt Organization

Annual Filing and Forms

Charitable Contributions

Search for Charities

Education Sessions

### International Taxpayers

### Governmental Liaisons

### Federal State Local Governments

### Indian Tribal Governments

### Tax-Exempt Organization Search (TEOS)

Use the TEOS tool to find information on an organization's status and filings

Search Organizations

### Annual Filing & Forms

990-series forms, requirements and tips to help you complete your annual reporting and filing

Finding Filing Forms

### Employer Identification Number (EIN)

Get an EIN to apply for tax-exempt status and file returns. Be sure you are a legally form organization before applying an EIN

Apply

### Tax Exemption

[Apply for Tax-Exempt Status](#)  
How to apply for IRS recognition of tax-exempt status

[Lifecycle of an EO](#)  
Information about five stages in an exempt organization's lifecycle

[Reinstate Tax-Exempt Status](#)  
What to do if your tax-exempt status is revoked

### Individuals

### Businesses and Self-Employed

### Charities and Nonprofits

Exempt Organization Types

Lifecycle of an Exempt Organization

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### International Taxpayers

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Tax Exempt Bonds

### Data Updates Delayed

Expect delays in data updates for the Tax Exempt O processing paper-filed 990 series received April 2021. **System Limitations Cause Some Inaccurate Revo** Organizations on the auto-revocation list with a rev 2020, should have a revocation date of July 15, 2021. [Organizations](#) for details.

### The Tax Exempt Organization Search Tool

You can check an organization's:

- Eligibility to receive tax-deductible charitable contributions
- Review information about the organization's tax-exempt status

Search for Tax Exempt Organizations

### About the Tax Exempt Organization Search Tool

The [online search tool](#) allows you to search for an organization's:

- [Form 990 Series Returns](#)
- [Form 990-N \(e-Postcard\)](#)
- [Pub. 78 Data](#)
- [Automatic Revocation of Exemption List](#)
- [Determination Letters](#)

### Tips for using the search Tool

### Results for Tax Exempt Organization Search

Select Database <sup>?</sup> Search All

Search By <sup>?</sup> Employer Identification Number

Search Term <sup>?</sup> 596173057

City

State All States

Country United States

Search  Reset  [Search Tips](#)

Showing 1-1 results of 1

Sort by: Name A-Z

[The Pensacola State College Foundation Inc.](#)

EIN: 59-6173057 | Pensacola, FL, United States

[Pub 78 Data](#) [Copies of Returns](#)





# Stay Exempt – Legal Filings tied to your IRS Determination

<http://www.irs.gov/Charities-&-Non-Profits>

## The Pensacola State College Foundation Inc.

EIN: 59-6173057 | Pensacola, FL, United States

> Other Names

## Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: [PC](#)

### Additional information

- [Frequently asked questions - Exempt Organizations Select Check](#)
- [Organizations eligible to receive tax-deductible charitable contributions](#)
- [Automatic revocation of tax exemption](#)
- [Form 990-N \(e-Postcard\)](#)
- [Revocations of 501\(c\)\(3\) Determinations](#)
- [Suspensions Pursuant to Code Section 501\(p\)](#)
- [Exempt Organizations Business Master File Extract \(EO BMF\)](#): a list of organizations recognized as exempt by the IRS



### Deductibility Status

In general, an individual who itemizes deductions may deduct contributions to charitable organizations up to 50% of his or her adjusted gross income computed without regard to net operating loss carrybacks. Individuals generally may deduct charitable contributions to other organizations up to 30% of their adjusted gross income (computed without regard to net operating loss carrybacks). These limitations (and organization status) are indicated as follows:

Code	Type of organization and use of contribution.	Deductibility Limitation
PC	A public charity.	50%

### What does it mean if an organization is on the list?

Because the list is an official IRS record of organizations that lost their exempt status for failing to file for three consecutive years, an automatically revoked organization whose exempt status is reinstated remains on the list. But for organizations that applied for and received reinstatement, the list gives the date of reinstatement. If you think your organization was erroneously listed as revoked, see our [frequently asked questions](#).

- IRS exemption letter (aka 501c3 letter) has your EIN number on it
  - sunbiz.org to see if you are registered
  - <http://www.irs.gov/Charities-&Non-Profits> to get started with registration
- Annual filing required by federal government
  - <https://www.irs.gov/Charities-&Non-Profits/Annual-Reporting-and-Filing>

- Review these pages for Form 990, 990-EZ, and 990-PF filing tips:
  - [990-series forms and schedules](#)
  - [Filing thresholds - which 990-series return to file](#)
  - [Table of due dates for exempt organizations annual returns](#)
  - [Which form should I use?](#)
  - [Annual electronic notice \(e-Postcard\) for small exempt organizations](#)
  - [Filing tips](#)
  - [Annual Reporting Requirements FAQs](#)

### Annual Filing & Forms

990-series forms, requirements and tips to help you complete your annual reporting and filing

**Finding Filing Forms**

Status	Form to File	Instructions
Gross receipts normally ≤ \$50,000 <b>Note:</b> Organizations <a href="#">eligible</a> to file the <i>e-Postcard</i> <a href="#">may choose to file a full return</a>	<a href="#">990-N</a>	<a href="#">User Guide for Form 990-N</a> <a href="#">PDF</a>
Gross receipts < \$200,000, and Total assets < \$500,000	<a href="#">990-EZ</a> <a href="#">PDF</a> or <a href="#">990</a> <a href="#">PDF</a>	<a href="#">Instructions</a> <a href="#">PDF</a>
Gross receipts ≥ \$200,000, or Total assets ≥ \$500,000	<a href="#">990</a> <a href="#">PDF</a>	<a href="#">Instructions</a> <a href="#">PDF</a>
Private foundation - regardless of financial status	<a href="#">990-PF</a> <a href="#">PDF</a>	<a href="#">Instructions</a> <a href="#">PDF</a>



In general, exempt organizations are required to file [annual returns](#), although there are [exceptions](#). If an organization does not file a required return or files [late](#), the IRS may assess [penalties](#). In addition, if an organization does not file as required for three consecutive years, it automatically loses its tax-exempt status.

Effective for tax years beginning after July 1, 2019, the Taxpayer First Act, Pub. L. No. 116-25 Section 2301, requires organizations exempt from taxation under section 501(a) to file their annual Form 990 and Form 990-PF returns electronically, unless covered by one of the exceptions listed in the [form instructions](#). Form 990-EZ filers are required to file electronically for tax years ending July 31, 2021, and later.

This [IRS News Release](#) contains a summary of e-filing requirements.

The IRS sends back [Form 990 series returns](#) filed on paper – and rejects electronically filed returns – when they are materially incomplete or the wrong return. If we send back your organization's return, follow the instructions in the accompanying letter and on [this page](#).

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Ending date of tax year	Initial return due date	Extended due date
December 31	May 15	November 15
November 30	April 15	October 15
October 31	March 15	September 15
September 30	February 15	August 15
August 31	January 15	July 15
July 31	December 15	June 15
June 30	November 15	May 15
May 31	October 15	April 15
April 30	September 15	March 15
March 31	August 15	February 15
February 28/29	July 15	January 15
January 31	June 15	December 15

If a due date falls on a Saturday, Sunday, or legal holiday, the due date is delayed until the next business day. The table above does not reflect the additional day.

December 13, 2019

WASHINGTON — The Internal Revenue Service said today that the [Taxpayer First Act](#), enacted July 1, [requires tax exempt organizations to electronically file information returns and related forms](#). The new law affects tax exempt organizations in tax years beginning after July 1, 2019.

**The following IRS forms are included in the mandate:**

- Form 990, Return of Organization Exempt from Income Tax
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation.



Instead of filing an annual return, certain small organizations (under \$50,000 in revenue) may file an [annual electronic notice, the Form 990-N \(e-Postcard\)](#). The due date for Form 990-N is the “initial return due date,” above. Extended due dates do not apply.

## **Additional information**

### [Annual reporting & filing](#)

### [Extension procedures for exempt organization returns](#)

Use [Form 8868](#), *Application for Extension of Time To File an Exempt Organization Return*, to request an automatic three-month (six-month for Form 990-T filed by a corporation) extension of time to file any of the following returns: 990, 990EZ, 990PF (private foundation); 990T (unrelated business income tax return)

### [Consequences of not filing](#)

If an organization fails to file an exempt organization annual return, it may be subject to [penalties](#). In addition, an organization that fails to file the required return or electronic notice for three consecutive tax years will [automatically lose its tax-exempt status](#).

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Helpful hotlinks for information on Nonprofit Entities can be found at:

<http://www.irs.gov/Charities-&-Non-Profits>

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# Certification Documents that Cause Agencies Issues and Why

<http://dos.myflorida.com/sunbiz/search/>

<https://csapp.800helpfla.com/CSPublicApp/CheckACharity/CheckACharity.aspx>

<http://www.irs.gov/Charities-&-Non-Profits>

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# 501c3 or IRS Determination Letter

- IRS exemption letter (aka 501c3 letter) has your EIN number on it
  - sunbiz.org to see **if you are already registered**
  - <http://www.irs.gov/Charities-&-Non-Profits> to **get started** with registration
    - Assuming another organization's 501c3
    - If you lose your original letter- the replacement acknowledgement value
    - Dissolution of organizational status as a 501c3

FLORIDA DEPARTMENT of STATE

Corporations | Cultural Affairs | Elections | Historical Resources | Library and Information Services



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# 501c3 or IRS Determination Letter

[Department of State](#) / [Division of Corporations](#) / [Search Records](#)

## Search Records

### Corporations, Limited Liability Companies, Limited Partnerships, and Trademarks

Search by:

- > **Name**
- > [Officer/Registered Agent](#)
- > [Registered Agent Name](#)
- > [Trademark Name](#)
- > [Trademark Owner Name](#)
- > [FEI/EIN](#)
- > [Detail by Document Number](#)

**Need help with your search?**

[Corporation Records Search Guide](#)

## Fictitious Names

Search by:

- > [Fictitious Name](#)
- > [Owner Name](#)
- > [Owner Charter Number](#)
- > [Owner FEI/EIN](#)
- > [County for Prior Week](#)
- > [Detail by Registration Number](#)

**Need help with your search?**

[Fictitious Names Search Guide](#)

## General and Limited Liability Partnerships

Search by:

- > [Partnership Name](#)
- > [Agent/Partner Name](#)
- > [Partnership FEI/EIN](#)
- > [Partnership Detail by Document Number](#)

**Need help with your search?**

[General and Limited Liability Partnership Search Guide](#)



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) /

### Search for Corporations, Limited Liability Companies, Limited Partnerships, and Trademarks by Name

Entity Name:

Enter as: Last Name, First Name, Middle Initial. Partial names are acceptable.

#### Other Search Options

Search by:

- [Entity Name](#)
- [Officer/Registered Agent](#)
- [Registered Agent Name](#)
- [Trademark Name](#)
- [Trademark Owner Name](#)
- [FEI/EIN](#)
- [Detail By Document Number](#)

Need more help? Review our [Corporation Records Search Guide](#)



# Are you current with your State registration of your 501c3?

1



FLORIDA DEPARTMENT OF STATE | Corporations | Cultural Affairs | Elections | Historical Resources | Library and Information Services

**Sunbiz.org** DIVISION of **CORPORATIONS**  
an official State of Florida website

The Division of Corporations is the State of Florida's official business entity index and commercial activity website.  
Call Us: 850.245.6000

How can we serve you?

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**Annual Report**  
Can be filed online  
Search by name,  
Document number,  
FEI/EIN number  
Registered agent

2

Entity Name:

3 **Entity Name List**

Corporate Name	Document Number	Status
<a href="#">THE PENSACOLA STATE COLLEGE FOUNDATION, INC.</a>	709911	Active

4 **Document Images**

[02/18/2021 -- ANNUAL REPORT](#)

[View image in PDF format](#)

5 **2021 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT**

DOCUMENT# 709911

Entity Name: THE PENSACOLA STATE COLLEGE FOUNDATION, INC.

**Current Principal Place of Business:**

1000 COLLEGE BOULEVARD  
BUILDING #17  
PENSACOLA, FL 32504

**Current Mailing Address:**

1000 COLLEGE BOULEVARD  
BUILDING #17  
PENSACOLA, FL 32504 US

**FILED**  
Feb 18, 2021  
Secretary of State  
2053792393CC




# What and other Accreditation Groups

*look at (for) when you submit documents*

- **IRS Determination Letter** (This letter comes from IRS directly and classifies the laws that apply to your organization or entity – based on the exemption status you hold.) *When organizations are an affiliate of a larger entity, we look for documentation from that umbrella entity that lists or includes the local entity under their exemption. Certification is based off the larger entity’s information/certification. The original determination date shows the longevity of the organization and the length of time it has been tax exempt. Registered location utilized for business operation.*

*In the event a parent organization operates outside of Escambia County, all financial information (especially how funds will be used) have to be provided in a pro forma format as it relates to how funds or used or the organization operates in Escambia County.*

# 501c3 or IRS Determination Letter

 **IRS** Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077550279  
Nov. 30, 2010 LTR 4168C 0  
59-6173057  
00031330  
BODC: TE

Your EIN number is on your 501c3 or IRS Exemption Letter. The date of your exemption is not always the date on the letter!

THE PENSACOLA STATE COLLEGE  
FOUNDATION INC  
1000 COLLEGE BLVD  
PENSACOLA FL 32504-8910



036673

Employer Identification Number: 59-6173057  
Person to Contact: Sophia Brown  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Sep. 23, 2010, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in June 1966.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

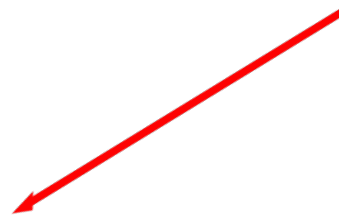
If you can't find your 501c3 letter and are not sure of your exempt status, first visit...

Sunbiz.org  
You'll need that EIN number for many other searches



# Incorporation Documents & Agency Bylaws

Sample of Bylaws  
are provided in  
handouts, but not  
necessary for  
incorporation or  
maintaining  
charitable status...



# State Paperwork – Articles of Incorporation

<https://dos.myflorida.com/sunbiz/start-business/efile/fl-nonprofit-corporation/>

Navigation menu: About Us, Search Records, **Start a Business**, Manage/Change Existing Business, Forms & Fees, Authentications, Notaries & Other Services, Help & Quick Links, Sunbiz Chat Bot Browser Compatibility. Language selector: Para español, seleccione de la lista [Select Language] Powered by Google Translate.

Department of State / Division of Corporations / Start a Business / Start E-Filing / Non-Profit Corporation

## Florida Non-Profit Corporation

### ARTICLES OF INCORPORATION

To create a Florida non-profit corporation OR correct your rejected online filing:

1. Review the instructions for filing the Articles of Incorporation for Florida Non-Profit Corporations.
2. Gather all information required to complete the form.
3. Have a valid form of payment.
4. If additional space is needed to meet IRS filing requirements, prior to filing contact the Department of State at [NewFilingsCorpHelp@DOS.MyFlorida.com](mailto:NewFilingsCorpHelp@DOS.MyFlorida.com) for appropriate instructions.

**File or Correct Florida Non-Profit Articles of Incorporation**

START E-FILING  
Limited Liability Company  
Profit Corporation  
**Non-Profit Corporation**

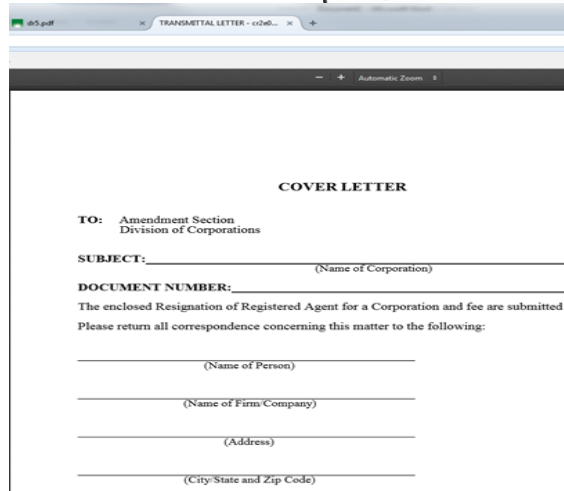
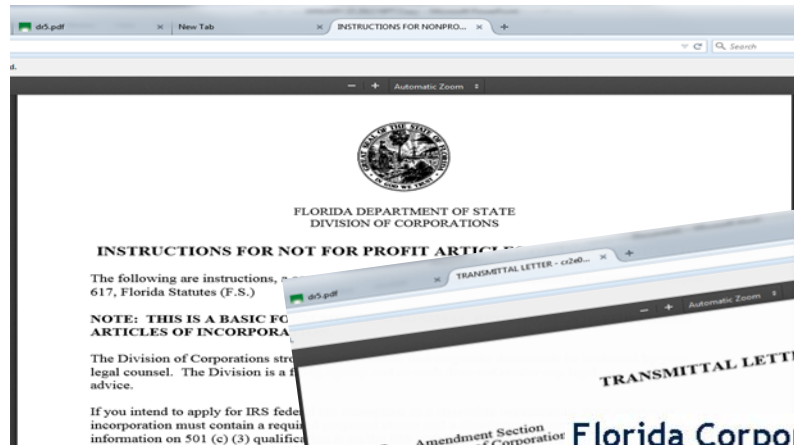
- Instructions for Articles of Incorporation (FL Non-Profit)
- Search Corporation Records

Limited Partnership  
Fictitious Name Registration

Division of Corporations  
Articles of Incorporation for Florida Non-Profit Corporation  
Disclaimer  
**STOP**  
This form creates a Florida Non-Profit Corporation OR corrects your rejected online filing.  
File Articles of Incorporation  
Correct Articles of Incorporation  
Tracking Number: [input]  
PIN: [input]



# State Paperwork – Changes to Articles, Officers or Registered Agents



## Florida Corporations Forms

### Profit Corporations

- › Profit Articles of Incorporation (PDF) or [E-File Now](#)
- › Profit Articles of Amendment (PDF)
- › Profit Articles of Dissolution (Shares Issued) (PDF) or [E-File Now](#)
- › Profit Articles of Dissolution (Prior to the Issuance of Shares or Commencement of Business) (PDF) or [E-File Now](#)
- › Revocation of Dissolution of Profit Corporation (PDF)

### Non-Profit Corporations

- › Non-Profit Articles of Incorporation (PDF) or [E-File Now](#)
- › Non-Profit Articles of Amendment (PDF)
- › Non-Profit Articles of Dissolution (Has Commenced to Conduct its Affairs) (PDF) or [E-File Now](#)
- › Non-Profit Articles of Dissolution (Has Not Commenced to Conduct its Affairs) (PDF) or [E-File Now](#)
- › Revocation of Dissolution of Non-Profit Corporation (PDF)
- › Non-Profit Reincorporation (PDF)

### Other Corporation Forms

- › Articles of Correction (PDF)
- › Resignation of Officers/Directors (PDF)
- › Resignation of a Registered Agent (PDF)
- › Change of a Registered Agent/Registered Office (PDF)

sunbiz.org is also where you can electronically file your articles of incorporation. On the same page, you can amend your articles, note resignations of officers/directors or your registered agent (ED). When finished, you can file online.



# Instructions for Articles of Incorporation (FL Non-Profit)

## FILING ONLINE OR BY MAIL

- These instructions are for [incorporating a Florida Non-Profit Corporation](#) pursuant to [s.617.0202, F.S.](#), and cover the minimum requirements for filing Articles of Incorporation.
- Your Articles of Incorporation may need to include additional items that specifically apply to your situation. The Division of Corporations strongly recommends that legal counsel reviews all documents prior to submission.
- The Division of Corporations is a administrative filing agency. We cannot provide any legal, accounting, or tax advice.
- Chapter 496, F.S., the [Solicitation of Contributions Act](#), requires anyone who solicits donations from a location in Florida or from people in Florida to register with the Florida Department of Agriculture and Consumer Services (FDACS) and to renew annually. To register online, please visit [www.FDACS.gov](http://www.FDACS.gov). If you wish to speak with someone regarding registration, contact FDACS at 1-800-HELP-FLA (435-7352) or via email at [Charities@fdacs.gov](mailto:Charities@fdacs.gov).

### Helpful Hints:

- 1...Do a preliminary [search by name](#) before submitting your document.
- 6...If the non-profit will be seeking [501\(c\)\(3\)](#) tax-exempt status from the IRS, specific language is required. Check with the IRS prior to filing for appropriate language for your specific situation.
- 9...If you are incorporating between October 1 and December 31st, but don't expect to transact business until the next calendar year, avoid filing an annual report form for the upcoming calendar year by listing an effective date of January 1st.

1. Corporation Name
2. Principal Place of Business Address
3. Mailing Address
4. Registered Agent Name and Address
5. Registered Agent's Signature
6. Corporate Purpose
7. Officer/Director
8. Manner of Election
9. Effective Date
10. Incorporator's Signature
11. Correspondence Name and Email
12. Certificate of Status
13. Certified Copy
14. Annual Report

The screenshot shows the Florida Department of Revenue website. At the top left is the Great Seal of the State of Florida. The main header features the Florida Department of Revenue logo and a search bar. Below the header is a navigation menu with options: HOME, CHILD SUPPORT, PROPERTY TAX OVERSIGHT, GENERAL TAX (highlighted in pink), and CONTACT. The main content area is titled "Nonprofit Organizations and Sales and Use Tax". It contains a paragraph explaining that Florida law grants certain nonprofit organizations an exemption from Florida sales and use tax, requiring them to obtain a "Consumer's Certificate of Exemption" (Form DR-14). Below this text is a list of links for more information, including "How to Obtain a Florida Consumer's Certificate of Exemption", "Nonprofit Organizations that Qualify", "Sales to the United States Government and Federal Agencies", "Expiration of Certificates", "Sales by Nonprofit Organizations", and "Register to Collect and Remit Sales Tax". On the left side of the page, there are sections for "Important Information" (Privacy Notice - Disclaimer), "Quick Links" (Contact Us, Print Annual Resale Certificates, Sales and Use Tax, Taxes and Fees or Refunds, Verify Annual Resale Certificates or Consumer's Certificates of Exemption), and "Resources" (Florida Gold Seal Child Care Facilities, Sales Tax Information for School Associations and Organizations). At the bottom left, there are social media icons for LinkedIn, Twitter, and a mobile app icon, along with the "OPEN MY FLORIDA BUSINESS" logo.

## DR-5 Consumer Certificate of Exemption

Submit a completed *Application for a Consumer's Certificate of Exemption (Form DR-5)* with the Department. The application instructions provide details on the exemption criteria and the information to be provided to the Department for each type of nonprofit organization qualified to obtain a Florida *Consumer's Certificate of Exemption* (Form DR-14).

Sales tax exemption certificates expire after five years. The Department reviews each exemption certificate sixty (60) days before the current certificate expires.

# State Paperwork – Sales Tax Exemption

000004 08/26/17



## Consumer's Certificate of Exemption

DR-14  
R. 10/15

Issued Pursuant to Chapter 212, Florida Statutes

85-8012557294C-2	01/31/2018	01/31/2023	SCHOOL-COLLEGE-UNIV
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

PENSACOLA STATE COLLEGE  
1000 COLLEGE BLVD  
PENSACOLA FL 32504-8910

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

501c3 are exempt from the payment of Florida sales and use tax on  
-rental property  
-purchase or rented tangible property  
-services purchased

Vendors will need a copy of this... if you have not applied for an exemption, go here:

[http://dor.myflorida.com/dor/taxes/sales\\_tax.html](http://dor.myflorida.com/dor/taxes/sales_tax.html)

# State Paperwork – CH & Sales Tax Exemption

- Sales Tax Exemption – Filed with State of Florida every 5 years
  - [http://dor.myflorida.com/dor/taxes/sales\\_tax.html](http://dor.myflorida.com/dor/taxes/sales_tax.html)
  - **Who Must Pay Tax?** Before you begin business in Florida, you must first find out if your business activity or products used will be subject to sales or use tax. If it is, you must register to collect sales tax or pay use tax. Revenue provides a *partial list* of business activities that are taxable. *Governments and nonprofit organizations* may not have to pay sales tax.
  - [http://dor.myflorida.com/Forms\\_library/current/dr5.pdf](http://dor.myflorida.com/Forms_library/current/dr5.pdf) to file for exemption.
- <http://sunbiz.org>
  - Articles of Incorporation and any amendments to articles
  - Resignations of officers and changes in registered agent (CFO or accountant)
  - Annual Report with officers and board members
  - Reinstatement for dissolved organizations
  - (one per organization if you also operate a separate foundation)
- Charitable Solicitation Registration with the State of Florida
  - Status: <https://csapp.800helpfla.com/cspublicapp/giftgiversquery/giftgiversquery.aspx>
  - Initial registration for CH# at <http://forms.freshfromflorida.com/10100.pdf>
  - Small org. (under \$25k) [www.800helpfla.com](http://www.800helpfla.com)
  - CH# renewals annually- renewal document will be mailed (1yr after approved)

# State Paperwork –Sales Tax Exemption

If you need to file your paperwork for sales tax exemption, click on the government and nonprofit organizations link.

The screenshot shows the Florida Department of Revenue website. The main content area is titled "Florida's Sales and Use Tax" and has tabs for "General" and "Industry". Under the "General" tab, there are sections for "Sales Tax" and "Use Tax". The "Sales Tax" section states that each sale, admission charge, storage, or rental is taxable unless exempt, and that Florida's general sales tax rate is 6 percent. The "Use Tax" section explains that use tax is due on the use or consumption of taxable goods or services when sales tax was not paid at the time of purchase. Below these sections is "Discretionary Sales Surtax", which notes that most Florida counties have a discretionary sales surtax. The "How Tax Is Calculated" section describes a bracket system for calculating sales tax. The "Who Must Pay Tax?" section contains a list of entities that may not have to pay sales tax, with "Governments and nonprofit organizations" circled in red. A large red arrow points from the right side of the page towards this circled text. Other sections include "Registration" and "Annual Resale Certificates Available Online". A sidebar on the left contains "Information for" and "Quick Links" categories. A sidebar on the right lists "Sales and use tax links" such as "Sales Tax Holiday" and "Annual Resale Certificate for Sales Tax".

# State Paperwork –Sales Tax Exemption

File Edit View History Bookmarks Tools Help

Gift givers guide - Yahoo ... x www.sunbiz.org - Home x dr5.pdf x +

dor.myflorida.com/dor/forms/current/dr5.pdf Search

Page: 1 of 4 Automatic Zoom

**FLORIDA**  
DEPARTMENT  
OF REVENUE

**Instructions for Completing  
APPLICATION FOR CONSUMER'S  
CERTIFICATE OF EXEMPTION  
(Form DR-5)**

DR-5  
R. 11/03  
Page 1  
TC

Exemption from Florida sales and use tax is granted only to certain political subdivisions and nonprofit organizations that meet the criteria set forth in sections 212.08(6), 212.08(7), and 213.12(2), Florida Statutes (F.S.). These exemptions are granted only to those political subdivisions and organizations that apply for, qualify for, and receive a *Consumer's Certificate of Exemption* (Form DR-14).

This publication provides information to guide you through the process of applying for a *Consumer's Certificate of Exemption*. Each exemption category contains a description of:

- Who qualifies.
- What is exempt.
- What must be proven to qualify.
- What documents must be submitted to support your organization's qualification.

Follow these easy steps to apply for a *Consumer's Certificate of Exemption*:

- ✓ Find the exemption category that best identifies your organization.
- ✓ Gather the required documentation for your exemption category. Make copies to mail with your application. Please limit size of supporting documents to 8 1/2" x 11" (letter size). Larger documents will delay the processing of your application. Do not staple application or supporting documents. **THIS REQUIREMENT APPLIES TO NEW AND RENEWING APPLICANTS.** Failure to provide copies of documentation will delay processing of your application.
- ✓ Fill out the attached *Application for Consumer's Certificate of Exemption* (Form DR-5) using blue or black ink. Do not leave any items blank. Sign the

**EXEMPTION CATEGORIES**

**501(c)(3) Organizations [s. 212.08(7)(p), F.S.]**

**Who qualifies?** Organizations determined by the Internal Revenue Service to be currently exempt from federal income tax pursuant to s. 501(c)(3) of the Internal Revenue Code.

**What is exempt?** Purchases and leases, when used in carrying on customary nonprofit activities.

**What must be proven?** Applicant's 501(c)(3) status.

**What documents must be sent?** Copy of IRS determination letter; or if applying for group determination, submit copy of IRS determination letter **and** cumulative list of subordinate organizations that fall under group ruling.

**Community Cemeteries [s. 212.08(7)(bb), F.S.]**

**Who qualifies?** Any nonprofit corporation that has qualified under s. 501(c)(13) of the Internal Revenue Code, and is operated for the purpose of maintaining a cemetery that was donated to the community by deed.

**What is exempt?** Purchases by the community cemetery.

**What must be proven?** 501(c)(13) status; purpose of maintaining a cemetery donated to the community by deed.

**What documents must be sent?** Copy of IRS determination letter; articles of incorporation; copy of deed showing donation of property to the community.

**Credit Unions [s. 213.12(2), F.S.]**

**Who qualifies?** State and federally chartered credit unions.

**What is exempt?** Purchases and leases, when used in carrying on customary nonprofit activities.

**What must be proven?** Applicant is a state or federally chartered credit union.

**What documents must be sent?** Copy of charter.

Then click on the DR5 link that comes up and it will take you to the instructions for completing the consumer certificate of exemption. Most will be qualified as a 501c3

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# State Paperwork – Charitable Solicitation “CH”

<https://csapp.800helpfla.com/CSPublicApp/CheckACharity/CheckACharity.aspx>



**Adam H. Putnam**  
Commissioner

[A-Z Resource Guide](#)

[Business/Complaint  
Lookup](#)

[Florida Do Not Call](#)

[File a Complaint](#)

[Consumer E-Newsletter](#)

[Check-A-Charity](#)

[Publications](#)

[Scams and Fraud](#)

## Florida Department of Agriculture and Consumer Services

[Department Home](#) [Consumer Services](#)



# Check-A-Charity

*KNOW HOW YOUR MONEY IS BEING SPENT*

Check-A-Charity is a resource that provides the financial information reported to the department from charitable organizations. The information in Check-A-Charity is provided as a public service. The charities listed are currently registered with the department; inactive or expired registrations will not display. To search an organization, type in the organization's complete or partial name in the text box below and click the "Search" button.

Business Name:

SEARCH

License/Registration Number:

[Advanced Search](#)

First see if your registration is current.

If it is not, go to: <http://forms.freshfromflorida.com/10100.pdf>  
to renew or complete your initial registration.



## [Financial Management Budgeting Resources for Nonprofits - Wallace Foundation](#)

<https://youtu.be/ZRrEPzuD4TU>  
Nonprofit Budget Template

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## Administrative, Fundraising and Program Expenses

What is counted where?

Administrative and Fundraising Rate (AFR). **It is intended to help donors understand the administrative overhead of participating charities.** When organizations apply to Foundations or Governmental Organizations, they are often required to calculate this overhead using figures from the group's most recent IRS Form 990.



# State Paperwork – Charitable Solicitation “CH”

<http://forms.freshfromflorida.com/10100.pdf>



**JUST REGISTERING IS NOT ENOUGH!** Effective July 1, 2018, charitable organizations and fundraisers that solicit contributions are prohibited from commingling charitable contributions with noncharitable funds. This means that contributions should be kept in a separate account from funds that are not used for a charitable purpose. Additionally, charitable organizations and fundraisers are required to keep documents to show how contributions are used.

The [Solicitation of Contributions Act](#) requires anyone who solicits donations from people in the state of Florida to register with the Florida Department of Agriculture and Consumer Services (FDACS) and renew annually. This applies to charitable organizations, sponsors, professional solicitors and professional fundraising consultants. FDACS collects registration fees and has authority to impose penalties for noncompliance.

**\$10 fee: Less than \$5,000**

**\$10 fee: Less than \$25,000 and no compensated directors/employees, no professional solicitors/consultants or commercial co-venturers.**

**\$75 fee: \$5,000 or more, but less than \$100,000**

**\$125 fee: \$100,000 or more, but less than \$200,000**

**\$200 fee: \$200,000 or more, but less than \$500,000**

**\$300 fee: \$500,000 or more, but less than \$1,000,000**

**\$350 fee: \$1,000,000 or more, but less than \$10,000,000**

**\$400 fee: \$10,000,000 or more**

**Some exemptions apply.** The following entities may use our [online registration tool](#):

- Charitable Organizations (including Small Charitable/Sponsor Organizations and Charitable/Sponsor Organizations), Professional Solicitors and Professional Fundraising Consultants.



DIVISION OF CONSUMER SERVICES  
(850) 410-3800



THE RHODES BUILDING  
2005 APALACHEE PARKWAY  
TALLAHASSEE, FLORIDA 32399-6500

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
COMMISSIONER NICOLE "NIKKI" FRIED

May 27, 2021

Refer To: DTN3487299

THE PENSACOLA STATE COLLEGE FOUNDATION INC  
1000 COLLEGE BLVD  
PENSACOLA, FL 32504-8910

Subject: EDUCATIONAL

Dear Sir or Madam:

In accordance with s. 496.403, Florida Statutes ("F.S."), the Solicitation of Contributions Act (ss. 496.401-496.424, F.S.) does not apply to educational institutions, as defined in s. 496.404(10), F.S., or to persons or organizations who solicit solely on behalf of those entities.

Upon review of documents and other relevant information submitted to or obtained by the Florida Department of Agriculture and Consumer Services ("Department"), a determination has been made that the requirements of the Solicitation of Contributions Act do not apply to your organization.

Should changes occur in the future that would render this determination invalid, please contact the Department immediately. If the Department becomes concerned about the validity of this determination, it will contact you immediately for clarification.

Sincerely,

Tamara Conyers  
Regulatory Specialist II  
850-410-3705  
Fax: 850-410-3804  
E-mail: [tamara.conyers@fdacs.gov](mailto:tamara.conyers@fdacs.gov)

## Exemptions from Charitable Solicitation Registration

Just telling them you have  
an educational exemption is  
not enough!

### Founding Partner





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# Accreditations = Validity

<http://www.give.org/>



for DONORS

for CHARITIES

news & UPDATES

about us BBB WGA

donate to GIVE.ORG



Which charity report are you looking for?

United Way of Escambia County

### For Donors

- The care we put into our reports >
- National charity report list A-Z >
- Charity review at local BBBs >

### For Charities

- How we accredit charities >
- Starting the free accreditation process >
- About Charity Seal licensing >

NEWS & UPDATES



WISE GIVING GUIDE



January 14, 2015  
Wise Giving Wednesday: Building Trust

CHARITY	DISTANCE	ACCREDITED
Center for Independent Living of NW Florida, Inc. 3600 N Pace Blvd Pensacola, FL 325054240 Category: Charity - Local		No
Council on Aging of West Florida, Inc. 875 Royce St Pensacola, FL 325032461 Category: Charity - Local	0-5 miles	ACCREDITED
Early Learning Coalition Escambia County 3636D N L St Ste A Pensacola, FL 325055217 Category: Charity - Local		ACCREDITED
United Way of Escambia County 1301 W Government St Pensacola, FL 325015314 Category: Charity - Local	0-5 miles	ACCREDITED
Favor House of Florida, Inc. 2001 W Blount St Pensacola, FL 325015314 Category: Charity - Local		ACCREDITED
United Way of Jackson & George Counties 3510 Magnolia St Pascagoula, MS 39567 Category: Charity - Local	100-150 miles	Yes
Lutheran Florida/Gulf Coast 4610 W Fairway Pensacola, FL 325055217 Category: Charity - Local	150-200 miles	Yes
Junior Auxiliary of Biloxi-Ocean Springs, MS P. O. Box 738 Biloxi, MS 39533 Category: Charity - Local	150-200 miles	Yes
Escambia County Humane Society of South Florida 567 2615 25th Avenue Gulfport, MS 39501 Category: Charity - Local	150-200 miles	Yes
United Way of South Florida, Inc. 1975 Seaway Rd., B170 Gulfport, MS 39503 Category: Charity - Local	150-200 miles	Yes
Independent West FL, Inc. 3107 N Davis Hwy Pensacola, FL 325033558 Category: Charity - Local		Yes



# Accreditations = Validity

<http://www.guidestar.org>



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Welcome Guest! [Sign In](#) | [Create Account](#)

[Update Nonprofit Report](#) [Analyze Nonprofit Data](#) [Give to Charity](#) [Review A Charity](#)

Search GuideStar

[Advanced Search](#)  
[Refine Your Search](#)

Organization name, EIN, City, State

Start New Search

Print Report



## United Way of Escambia County, Inc.

Pensacola, FL

Summary **Financials** Forms 990 & Docs People & Governance Programs Impact External Perspectives

### GuideStar Summary

- ✓ GuideStar Exchange Committed to transparency
  - ✓ Registered with IRS [Legitimacy information is available](#)
  - ✓ Financial Data [Annual Revenue and Expense Summary is available](#)
  - ✓ Forms 990 [2013, 2012, and 2011](#)
  - ✓ Mission Objectives [Mission Statement is available](#)
  - ✓ Impact Summary [Impact Summary from the nonprofit is available](#)
- ☆☆☆☆☆ No Personal Reviews available | [Write a Review](#)



[What is this?](#)

This organization is a Silver-level GuideStar Exchange participant, demonstrating its commitment to transparency.

Is this your nonprofit? [Update your information today!](#)

### Need More Info on This Nonprofit?

FREE: Gain immediate access to the following

- ✓ Address, phone, website and/or contact information
- ✓ Revenue and expense data for 2013, 2012, and 2011
- ✓ Forms 990 for 2013, 2012, and 2011
- ✓ Board Chair, Board Co-Chair and/or Board Members
- ✓ Detailed Program Information
- ✓ Access to the GuideStar Knowledge Base Search

GET ALL THIS NOW FREE >

Need the ability to download nonprofit data and more advanced search

### Basic Organization Information

**PENSACOLA STATE COLLEGE**  
**NONPROFIT CENTER**



# Your Potential Donors Pay Attention

<https://csapp.800helpfla.com/cspublicapp/giftgiversquery/giftgiversquery.aspx>

**Florida Department of Agriculture and Consumer Services**  
Department Home Consumer Services

## Gift Givers' Guide

KNOW HOW YOUR MONEY IS BEING SPENT

The Gift Givers' Guide is a resource that provides the financial information reported to us from charitable organizations. The information in the Gift Givers' Guide is provided as a public service. The charities listed are currently registered with the Department; Inactive or expired registrations will not display. To search an organization, type in the organization's complete or partial name in the text box below and click the "Search" button.

Business Name:    
License/Registration Number:  [Advanced Search](#)

### Search Results

Expand All (show solicitors, branches, fundraisers and statement of purpose) or select them individually

Sort By: Name: A to Z      Display per page: 5

<input type="checkbox"/> <b>United Way Of Escambia County, Inc., Pensacola, FL</b> <a href="#">Print</a>	
<b>Also Soliciting as</b>	
United Way Of Escambia County	
Registration Number: CH746	Expiration Date: 7/5/2015
Revenue Source: 08 - IRS 990 w/ Sch.A (06/30/2013)	
Total Revenue: \$3,625,689.00	Program Services Expenses: \$2,865,388.00 <b>81%</b>
Total Expenses: \$3,527,267.00	Administrative Expenses: \$400,399.00 <b>11%</b>
Surplus/Deficit: \$98,422.00	Fundraising Expenses: \$261,480.00 <b>7%</b>

Founding Partner



Fundraising, Administrative, Program Expenditures

<http://www.irs.gov/Charities-&-Non-Profits>

Founding Partner



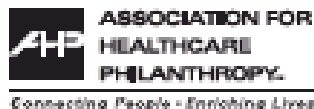
# Perception is Everything

## A DONOR BILL OF RIGHTS

### DEVELOPED BY:



Association of Fundraising Professionals (AFP)



Association for Healthcare Philanthropy (AHP)



Council for Advancement and Support of Education (CASE)



Giving Institute: Leading Consultants to Non-Profits

**PHILANTHROPY** is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

### Founding Partner





# A Donor Bill of Rights

**I**

To be Informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

**II**

To be Informed of the Identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

**III**

To have access to the organization's most recent financial statements.

**IV**

To be assured their gifts will be used for the purposes for which they were given.

**V**

To receive appropriate acknowledgement and recognition.

**VI**

To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.

**VII**

To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

**VIII**

To be Informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

**IX**

To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

**X**

To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.





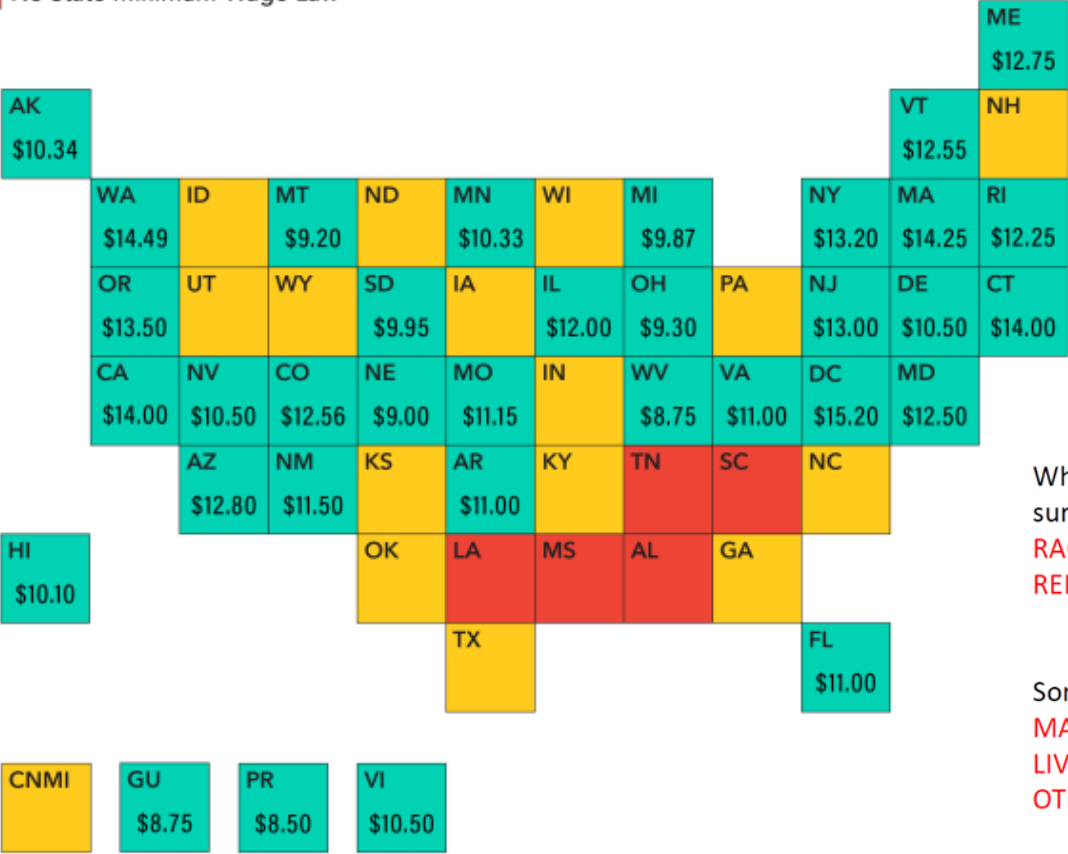
**PENSACOLA  
STATE COLLEGE  
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# Basic HR Paperwork

## Minimum Wages as of 2022

  Greater Than Federal Minimum Wage
   Equals Federal Minimum Wage of \$7.25
   No State Minimum Wage Law



**CAUTION**

When considering what should go on your job application, make sure you do not solicit information regarding:

- RACE
- COLOR
- SEX
- RELIGION
- NATIONAL ORIGIN
- ETC.

Some state laws further protect against identifying:

- MARITAL STATUS
- MEDICAL HISTORY
- LIVING ARRANGEMENTS
- ARREST RECORDS
- OTHER PERSONAL CHARACTERISTICS

Note: Minimums may vary within California, New York, and other states based on region, employer size, and other factors.  
 Source: Department of Labor Bloomberg Law

# Basic HR Paperwork

## Federal Record Retention Requirements

- Personnel: 7 years after termination.
- Medical/benefits: 6 years after plan year. \*
- I-9 forms: Not more than 3 years after termination. Hiring Records: 2 years after hiring decision.



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# Basic HR Paperwork

<https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>

Section 1. Employee Information and Attestation <small>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</small>				
Last Name (Family Name)		First Name (Given Name)		Middle Initial
Address (Street Number and Name)		Apt. Number	City or Town	State
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address		Employee's Telephone Number
	□□□□ - □□ - □□□□			

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED**

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

<https://www.uscis.gov/i-9-central/handbook-for-employers-m-274/table-of-contents>

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

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STATE COLLEGE  
NONPROFIT CENTER**



# Please thank these partners...

Thank  
you 

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