



## Division of Charitable Solicitations and Gaming Office of Tennessee Secretary of State Tre Hargett

312 Rosa L. Parks Avenue, 8th Floor  
Nashville, Tennessee 37243  
615-741-2555

### Filing instructions for registration of a charitable organization

**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, 990EZ, or 990N for the most recently completed accounting year, if the organization is required to file a 990;
- 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;
- And a \$50.00 filing fee.

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