

## Deadlines

### Charities

| <b>Name of Filing</b>                                 | <b>Due Date of Filing</b>                              |
|---|--|
| Registration Statement for a Charitable Organization  | Annually, within 4 ½ months of close of fiscal year    |
| Application for Registration Exemption                | Annually, within 4 ½ months of close of fiscal year    |
| Annual Financial Report for a Charitable Organization | Annually, within 4 ½ months of close of fiscal year*   |
| Request for extension for filing financial reports    | When needed, within 4 ½ months of close of fiscal year |

\*The IRS 990, 990-EZ or 990-PF may be submitted in lieu of the Annual Financial Report.

### Professional Fundraisers

| <b>Name of Filing</b>   | <b>Due Date of Filing</b>  |
|---|--|
| Registration Application for a Professional Solicitor                 | Annually, prior to any solicitation activity   |
| Registration Application for an Individual Professional Solicitor     | Annually, prior to any solicitation activity   |
| Professional Solicitor's Bond   | At the same time the registration form is filed. Proof of renewal must be submitted annually.  |
| Notice of Solicitation- Solicitor (must be attached to all contracts) | At least 10 days prior to beginning of any solicitation campaigns  |
| Joint Financial Report for Solicitor Company                          | Within 90 days after a solicitation campaign has ended. If the campaign runs more than one year, submitted within 90 days after the anniversary of the campaign. |

### Professional Fundraising Counsel

| <b>Name of Filing</b>  | <b>Due Date of Filing</b>  |
|--|--|
| Registration Application for a Professional Fundraising Counsel  | Annually, prior to any solicitation activity                     |
| Notice of Solicitation- Counsel (attaching to the contract is optional, a copy of each contract is required) | At least 10 days prior to beginning of any solicitation activity |

### Commercial Co-Venturers

| <b>Name of Filing</b>   | <b>Due Date of Filing</b>  |
|---|--|
| Registration Application for a Commercial Co-Venturer           | Annually, prior to any solicitation activity   |
| Notice of Solicitation- CCV (must be attached to all contracts) | At least 10 days prior to beginning of any solicitation activity   |
| Joint Financial Report for Commercial Co-Venturer               | Within 90 days after a solicitation campaign has ended. If the campaign runs more than one year, submitted within 90 days after the anniversary of the campaign. |

### Raffles

| <b>Name of Filing</b>           | <b>Due Date of Filing</b>                           |
|---------------------------------|---|
| Annual Raffle Registration Form | Annually, within 4 ½ months of close of fiscal year |
| Annual Raffle Financial Report  | Annually, within 4 ½ months of close of fiscal year |