

To complete an on-line filing with CSL, you will need the following:

- You will need to be able to print out a Notarization Form at the completion of the on-line registration process. If your computer is not hooked up to a printer, you will not be able to complete the on-line registration process.
- A User ID and Password. If you have already registered with the Department to use on-line filing (perhaps for another Division), then you will use that same account information for CSL filings. If not, please Register (link) now for an account.
- Your form of payment.
 - You may pay via credit card (MasterCard, Visa, Discover or American Express) and you will need your credit card information to complete the payment process.
 - **OR**, you may pay via ACH/electronic check payment. For an ACH payment you will need your Bank Routing Number and your complete Account Number to complete the payment process.
- You will need individual PDF files of each of the following documents to complete the on-line CSL charity license application (**NOTE: You will NOT need to complete the paper copy form of the license application**):
 - List of all locations in North Carolina (if applicable);
 - Statement of Charitable Purpose;
 - Statement of how contributions will be used;
 - List of major program activities;
 - A copy of IRS Tax Determination Letter (if not previously provided to CSL);
 - A list of all names under which the entity solicits contributions;
 - Documentation of legal authority to use entity name and any other DBA names;
 - A list of all other states in which the entity is authorized to solicit contributions;
 - A list of names and street addresses for all directors, officers, trustees, and salaried personnel (the entity's address may be used);
 - A list of names of the individuals in charge of solicitation activities;
 - A list of names, street addresses and phone numbers for the individuals or officers who have final responsibility for custody and/or distribution of contributions;
 - Financial information for the preceding fiscal year in the form of one of the following:
 - IRS Form 990 **OR**:
 - CSL Annual Financial Report Form **OR**:
 - Audited Financial Statement **OR**:
 - For newly formed organizations with no financial history, a budget is acceptable.
 - Copies of any Fundraising Disclosure Forms regarding relationships with fundraising consultants, solicitors, or co-venturers (**if applicable**);
 - The dollar amount of contributions received by the entity in the immediate preceding fiscal year.

If applicable, you may also need the following:

- Explanatory Statements for any of the following (*if applicable*):
 - If any officers, directors, trustees, or salaried executive personnel have been enjoined from soliciting contributions in any jurisdiction;
 - If any officers, directors, trustees, or salaried executive personnel have been found to have engaged in unlawful practices in the solicitation of contributions or the administration of charitable assets in any jurisdiction;
 - If applicant has had its authority denied, suspended, or revoked by any government agency;
 - Copies of any assurance of voluntary compliance or any similar agreement entered into by applicant in any jurisdiction.

- If applying as a consolidated applicant:
 - A list of all subordinate organizations including for each subordinate either 1) the organization's full legal name with legal verification or 2) for non-incorporated applicants a copy of the certificate of assumed name from the Register of Deeds and 3) the address of each NC location, 4) a telephone number and 5) a contact person for each NC location.
 - Financial information for each subordinate organization

- If applying as a Federated Fundraising Organization:
 - A list of applicant member agencies that comply with the following:
 - For each NC member agency EXEMPT from licensure requirements, the agency name, the reason for exemption (statutory citation), and the amount allocated by the applicant to the member agency during the preceding fiscal year;
 - For each NC member agency LICENSED by CSL, provide the agency's name, their CSL license number, agency address, name of the executive in charge of the agency, telephone number, and the amount allocated by the applicant to the licensed member agency in the preceding fiscal year.