Nonprofit Connection

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INFORMATION ON THE STEPS INVOLVED IN SETTING UP A NONPROFIT ORGANIZATION

INCORPORATION

For information on incorporating as a not-for-profit corporation in New York State

Write: New York State Department of Law, Registration Section
120 Broadway, New York, 10271

New York State Department of State, Division of Corporations
41 State Street, Albany, NY 12231

Call: New York State Department of Law, Registration Section,212-416-8430 or 8431
New York State Department of State, Division of Corporations, 518-473-2492

Website: NYS Department of State, Division of Corporations
http://www.dos.state.ny.us/corp/corpspub.html

Forms: With the exception of Applications for Reservation of Name, Certificates of Type and Certificates of Annulment of Dissolution, Reinstatement and Report of Corporate Existence, the Division of Corporations does not supply forms for filing under the Not-fo Profit Corporation Law. The form for a Certificate of Incorporation may be purchasec from a legal stationery store. In all cases, documents for filing may be drafted by the filer by following the requirements of the appropriate section of New York law.

Read: *Setting Up a Nonprofit Organization: What to Do Before You Incorporate*
Published by The Nonprofit Connection. $10.00

NEW YORK STATE TAX SALES TAX EXEMPTION

To request forms and information regarding tax exemption in New York State

Write: NYS Tax Department, Operations Support Bureau, Forms Control Section W A Harrima Campus, Albany NY 12227

Call: General Tax Information, 800-462-8100
Forms and Publications, 800-223-5829

Website: New York State Department of Taxation and Finance
http://www.tax.state.ny.us