

Oregon Charitable Checkoff Commission

Application to be Listed in the Income Tax Booklet to Receive Checkoff Contributions

INSTRUCTIONS:

- Your application must be submitted by June 1 to the Charitable Checkoff Commission.
- Your 10,000 signatures are also due on June 1 to the Charitable Checkoff Commission.
- For questions, call the Department of Revenue at 503-945-8890.

Name of Organization

Street Address

City

State

ZIP Code

Telephone Number

()

Fax Number

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Business Hours

Names and addresses of officers of the organization

Please submit the following with your application:

- Complete financial statements for the last two fiscal years. Umbrella organizations representing a group of affiliates must submit combined financial statements.
- A letter from the Department of Justice, stating that your organization is in compliance with ORS 128.610–128.750. For questions, contact the Charitable Activities Section at 1515 SW 5th, Suite 410, Portland OR 97201, telephone 971-673-1880.
- Evidence that your organization is a 501(C)(3) organization under the Internal Revenue Code.
- Evidence that your organization received at least \$1 million in gross income in the year prior to application or a fiscal period ending in that year. Include pages 1–4 only of IRS Form 990 income tax return.
- A narrative statement addressing the following:
 - A brief history of your organization.
 - How your organization supports private charitable causes and/or engages in private activities that are consistent with state policies and programs.
 - How checkoff resources will fund programs resulting in benefits to the state that are unlikely to occur under existing public and private programs, and how your organization will ensure that these programs are available statewide.

Your organization must gather 10,000 signatures from registered Oregon voters. You must use the Charitable Checkoff Commission form for this purpose. Call the Department of Revenue at 503-945-8890 to obtain this form or visit our website at www.oregon.gov/DOR.

Submit your completed application and signature petitions to:

**Advisor
Charitable Checkoff Commission
Oregon Department of Revenue
955 Center Street NE
Salem OR 97301-2555**

Application and signatures due June 1.