

Charitable Checkoff Recertification Process

Oregon Revised Statute 305.727(4) requires Charitable Checkoff entities listed in the tax booklet to recertify every six years. These are the requirements an organization needs to meet for continued participation in the Checkoff program:

1. Submit all recertification information no later than June 1 including:
 - a. Oregon Charitable Checkoff Commission Application, form number 150-800-333.
 - b. A letter from Department of Justice stating that your organization complies with ORS 128.610–128.750. For questions, contact the Charitable Activities Section at 1515 SW 5th, Suite 410, Portland OR 97201-5451, phone 971-673-1880.
 - c. Evidence that your organization is qualified under IRS Code 501(c)(3).
 - d. Provide a copy of, or an internet link to, your organization’s financial statements for the last two years. The certification pages and the Statement of Activities (revenue/expense) are all that’s needed.
 - e. Provide a copy of, or an internet link to, your organization’s IRS Form 990 income tax return (pages 1-4 only). You must demonstrate that the organization had a combined gross income of \$1 million or more in the prior year.
 - f. Provide a narrative statement addressing the following:
 - i. A brief history of you organization.
 - ii. How your organization supports private charitable causes and/or engages in private activities that are consistent with state policies and programs.
 - iii. How Checkoff resources have resulted in benefits to the state.

2. Send your completed material to:

Charitable Checkoff Commission
Attn: Finance Section
Oregon Department of Revenue
955 Center Street NE
Salem, OR 97301-2555

If you have questions, please call us at 503-945-8890.