

Deadlines

Charities

Name of Filing	Due Date of Filing
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

Name of Filing	Due Date of Filing
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

Name of Filing	Due Date of Filing
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

Name of Filing	Due Date of Filing
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.