

Please note: This document is to aid with preparation for filing information online and should be used for that purpose only. ***It may not be used as a substitute for filing an Annual Report online.***

Questions marked with a red asterisk (*) must be answered to proceed to the next step. If a question does not have a red asterisk, the system does not require an answer.

Step 1. Initial Questions to Determine Filing Requirements

1.	Did your organization, on its own behalf, solicit Ohioans (contributions, instant pull tabs, bingo, special events, etc.)? *
2.	Did you hire a professional solicitor, fundraising counsel, and/or commercial co-venturer to solicit in Ohio? *
3.	Enter Amount of Gross Revenue. Gross Revenue does NOT include governmental grants and funding from other 501(c)(3) organizations. *
4.	Enter the Amount of Total Assets. *

Step 2. Organization Information and Addresses

This step asks you to reaffirm the organization's business and mailing addresses. This information can be edited if needed.

Step 3. Revenue, Expenses, Assets, and Liabilities

REVENUE	
1.	Individual contributions, gifts, grants, and similar amounts received. *
2.	All other revenue. *
3.	Total revenue. * (Automatically calculated based on answers to 1 and 2 above)
EXPENSES	
1.	Program service expenses. *
2.	All other expenses. *
3.	Total expenses. * (Automatically calculated based on answers to 1 and 2 above)
ASSETS	
1.	Total assets. * (Automatically calculated based on amount of total assets entered in Step 1)
LIABILITIES	
1.	Total liabilities. *

Step 4. Board of Directors, Conflict of Interest, Audits, and Officer/Director Info

1.	How many times did the board of directors meet in the last fiscal year? *
2.	Do you have a conflict of interest policy? *
3.	Did your organization have an audit conducted by a certified public accounting firm for the same fiscal year for which you are currently filing? *
4.	Provide the names, addresses, total annual compensation with benefits, and average hours per week of all officers, directors, trustees, and executive personnel of the charitable organization. *

Step 5. Organization Aliases and Additional Solicitors

ORGANIZATIONAL ALIASES

1. Current aliases.
2. If your organization solicits funds under any name other than its official name, please list each additional name.

ADDITIONAL SOLICITORS

1. If your organization uses fundraising counsel, professional solicitors, or commercial co-venturers, please list them.

Complete Steps 6 through 8 if:

1. The organization is not located in Ohio, but solicits in Ohio; OR
2. The organization is located in Ohio, but has been in existence for fewer than two years; OR
3. The organization is located in Ohio and did not file an annual report last year or has a fee pending from a previous year.

Step 6. Ohio Office, Chapters/Affiliates in Ohio, and Financial Record Custodian

SECTION 1

Address of primary office, chapter, branch, or affiliate located in Ohio. (If your primary office is in Ohio, you are not required to complete Section 1.)

SECTION 2

If your organization files a group federal tax return on behalf of other chapters and/or affiliates, please list any office, chapter, branch, or state affiliate in Ohio.

SECTION 3

If your organization does not maintain an Ohio office, please list contact information for the person who has custody of the financial records.

Step 7. Charitable Activities; Solicitation Info; Contribution and Distribution Custodians

SECTION 1

1. Please describe the schedule of activities carried on by the charitable organization in the performance of its purpose. *
2. How will the charitable contributions be used to fulfill the charitable purpose? *
3. When will the solicitation be conducted? *
4. In which Ohio counties will the solicitation be conducted? *

SECTION 2

1. List the people within the charitable organization who will have the final responsibility for the custody of the contributions. *
2. List the people within the charitable organization who will have the final responsibility for the distributions of the contributions. *

Step 8. Solicitation Registration Info; Legal & Regulatory Actions; Contributions; Bingo Proceeds; Distributions

SECTION 1

1. List states where the organization has registered or is authorized to solicit contributions. *
2. List countries where the organization has registered or is authorized to solicit contributions.

Step 8. Solicitation Registration Info; Legal & Regulatory Actions; Contributions; Bingo Proceeds; Distributions (continued from previous page)

SECTION 2

Has your organization:

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|----|---|
| 1. | Been enjoined or otherwise prohibited by a governmental authority or court from soliciting? * |
| 2. | Had its registration or authority denied, suspended, revoked, or enjoined by any court or other governmental authority? * |
| 3. | Made a voluntary agreement with a governmental authority through a court or administrative body, such as compliance or assurance of discontinuance? * |
| 4. | Been issued or received a cease and desist order from a governmental authority? * |
| 5. | If "Yes" to any of the above, explain. |

SECTION 3

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| 1. | Amount contributed by Ohio residents in the preceding fiscal year, including bingo proceeds. * |
| 2. | For national organizations or organizations located outside of Ohio, please indicate the amount of distributions to Ohio recipients. |
| 3. | Amount of gross bingo proceeds generated in the State of Ohio. * |
| 4. | For what charitable purpose were the last year's contributions used? * |

Step 9. Verification & Submission

This step asks you to reaffirm the organization's annual report information. This information can be edited if needed.