

MAIL TO:
Registry of Charitable
Trusts
P.O. Box 903447
Sacramento, CA 94203-4470
Telephone: (916) 445-2021

WEB SITE ADDRESS:
<http://ag.ca.gov/charities/>

**INSTRUCTIONS FOR CHARITY
REGISTRATION FORM
STATE OF CALIFORNIA
OFFICE OF THE ATTORNEY GENERAL
REGISTRY OF CHARITABLE TRUSTS**
(Government Code Sections 12580-12599.5)
(CT-1)



WHO MUST FILE

Every charitable (public benefit) corporation, association and trustee holding assets for charitable purposes that does business in the State of California must register with the Attorney General, except those exempted by Government Code Section 12583. Among those exempted are corporations organized primarily as a hospital, a school, or a religious organization. If exemption is claimed, furnish complete substantiating details.

WHEN TO FILE

Registration is required under Government Code Section 12585 within six months after receipt of assets (cash or other forms of property) for the charitable purposes for which organized. Registration will be processed upon receipt of your most current Registration/Renewal Fee Report (RRF-1) or Form 990, 990EZ or 990PF showing revenue and/or assets.

FINANCIAL STATEMENTS (Item 5)

Financial statements must be furnished with this Registration Form for the most recently completed accounting period. We will accept legible copies of all of the following: independent audit reports, financial statements, IRS Form 990, 990PF, or 990EZ, and Franchise Tax Board Form 199.

Financial reports for all future accounting periods must be on our Form RRF-1 with an attached copy of IRS Form 990, 990PF or 990EZ.

WHERE TO FILE

Forward the completed form to the Registry of Charitable Trusts, P.O. Box 903447, Sacramento, CA 94203-4470. Retain one copy for your records.

If additional information is required, please refer to the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Government Code Sections 12580-12599.5) and Administrative Rules and Regulations pursuant to the Act (California Code of Regulations, Title 11, Sections 300- 312).

If you have questions regarding registration, or need assistance, you can reach us by telephone at (916) 445-2021, or fax at (916) 444-3651.