

# Oregon Charitable Checkoff Commission

Application to be listed on the income tax schedule to receive checkoff contributions

## Instructions:

- Your application must be submitted by July 1 to the Charitable Checkoff Commission.
- Your 10,000 signatures are also due on July 1 to the Charitable Checkoff Commission.
- For questions, call the Department of Revenue at (503) 983-4356.

Name of organization

Street address

City

State

ZIP code

Phone

( )

Fax

( )

Business hours

Names and addresses of officers of the organization, including the person who is principal in the solicitation activities 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 Oregon Revised Statutes (ORS) 128.610–128.769. For questions, contact the Charitable Activities Section, Oregon Department of Justice, 100 SW Market St., Portland OR 97201-5702, phone (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) 983-4356 to obtain this form or visit our website at [www.oregon.gov/dor](http://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 July 1.