

How to Set Up a Nonprofit Corporation in North Carolina & Obtain IRS 501(c)(3) status

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Research!

1. Search business name to make sure it is not already in use in North Carolina
2. Use this link: <https://www.sosnc.gov/br/search>
3. Google the name to see if it is being used nationally
4. Also check url's for website domains if you will create a website
5. Check social media name availability: Facebook, Instagram, Twitter, Threads

Rent a PO Box (recommended) or use your home address

Once unique name selected then...

File online Articles of Incorporation with NC Secretary of State

1. Create a new online account with Secretary of State
https://www.sosnc.gov/online_services/account/register
2. Choose to "register a business" by filing online 'Creation of Articles of Incorporation.'
3. North Carolina Secretary of State website
<https://www.sosnc.gov/?id= Business Registration>
4. Follow the directions.
5. Choose business type:
 - A. Nonprofit Corporation (single owner)
 - B. Nonprofit Foundation (an advisory board)
6. Complete the online application
7. Print and sign
8. Scan & submit online
9. Pay \$60 online fee
10. Save the copy you signed for your files!
11. You will receive an email acknowledgement of application
12. Within the week you receive email with SOSID: # ____ and approved Articles of Incorporation

Obtain IRS EIN # (EMPLOYER IDENTIFICATION NUMBER)

Once approved by NC SOS apply online for an IRS EIN (employer identification number)

SAVE THAT LETTER! You will need the EIN as your nonprofit identity

<https://irs-federal-ein-number.com/?gad=1&gclid=EAlaIqobChMIyu6st9 WgAMVE-3IChOdywcfEAAySAAEgJ-nfD BwE>

It will ask you what type of entity (business) you want to start, select nonprofit

<https://irs-federal-ein-number.com/form/non-profit>

OPEN A BUSINESS BANK ACCOUNT (must have this to complete IRS Charitable Nonprofit Application)

Bring Articles of Incorporation and EIN IRS letter and money to open account

IRS Application for 501(c)(3) Status

“Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code”

Form 1023-EZ

Cost = \$275

<https://www.irs.gov/pub/irs-pdf/i1023ez.pdf>

Read & follow instructions, submit online

Establish an account with Pay.gov to pay the \$275 application fee

Wait several months for approval

SAVE THE ORIGINAL LETTER YOU RECEIVE IN THE MAIL!