

# How to Apply for a 501c3 Status: The Quick and Easy Guide

## Step 1. Establish a Board

- For more information visit <https://www.501c3.org/nonprofits-board-directors-board/> to view blog on “A Nonprofit Board of Directors – What is a Board?”

## Step 2. Create Bylaws

- Topics such as the purpose of the organization, who are its members, how board members are elected, how meetings are conducted, what officers the organization will have and a description of their duties are some of the items to be included
- See sample bylaws on the Partner Agency Resource Center under Resources and Documents

## Step 3. Apply for an Employer Identification Number (EIN)

- <https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein>

## Step 4. Complete Form 1023-EZ, Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.

- Go to <https://www.irs.gov/uac/about-form-1023ez> to access the form
- To submit Form 1023-EZ you must:
  - Read the Instructions for Form 1023-EZ and complete its Eligibility Worksheet found at the end of the instructions. (If you are not eligible to file Form 1023-EZ, you can still file Form 1023.)
  - If eligible to file Form 1023-EZ, register for an account <https://www.pay.gov/public/form/start/62759871>
  - Create Username and Password
  - Enter "1023-EZ" in the search box.
  - Complete the form.
- If Form 1023-EZ appears compressed on Pay.gov when using Internet Explorer, you may need to turn on the "Compatibility View." Instructions for your version of Internet Explorer can be found at the Microsoft website.

## Notes:

- Customer Services Numbers: 1-800-624-1373 or 216-579-2112
- Must pay with a credit or debit card, keep your receipt for reimbursement from the organization applying.
- Keep multiple copies of your IRS Letter of Determination on file