



Unified Registration Statement Standardized Registration for Nonprofit Organizations Under State Charitable Solicitation Laws	
Data collected on URS	<ul style="list-style-type: none"> ▪ Date and State of incorporation ▪ Information on officers, directors, employees, fundraisers, including <ul style="list-style-type: none"> ○ Registration and solicitation background ○ Relevant relationships and financial interests ▪ IRS Tax Exempt Status ▪ Methods of solicitation ▪ Purposes and programs of organization for which funds are solicited ▪ Information on those in contact with funds + financial records ▪ Financial relationships with other nonprofits ▪ Information on use of professional fundraisers ▪ Total contributions ▪ Expenses by functional classification ▪ Fundraising expenses as % of funds raised (Fundraising Efficiency Ratio) ▪ Fundraising expenses plus management and general expenses as % of funds raised ▪ Program services as % of total expenses
Process to File	<ul style="list-style-type: none"> ▪ You fill out the URS following accompanying instructions ▪ Photocopy completed URS (with state-specific items, including signature lines, left blank) ▪ Fill in any state-specific items ▪ Execute (i.e., sign with or without notary) according to each state's requirements ▪ Collect and attach the specified governance (for initial filings) and other documents ▪ Write check for prescribed registration fee (if any) ▪ Mail package, covered by the URS, to respective state's administering agency
Annual Reporting	<ul style="list-style-type: none"> ▪ The URS applies only to registration and registration renewal (which may be required yearly but may be distinct from annual financial reporting). ▪ For many states, the URS cannot be used to fulfill annual financial reporting requirements. ▪ A project is underway to produce a standardized format - like the URS - for annual financial reporting.
Further Information	<ul style="list-style-type: none"> ▪ Current version (released October 2007) supports 36 of the 39 jurisdictions that require registration (35 states and the District of Columbia), and includes the supplemental forms for the 9 states that require them <ul style="list-style-type: none"> ○ The 3 states that require registration but do not accept the URS are Colorado, Florida and Oklahoma