

How to Become A Vermont Non-Profit Corporation

Become Familiar with VT Requirements - Vermont Secretary of State
www.sec.state.vt.us/

Click Corporations Button

Select Start New Business

Select Non-Profit Corporation

Necessary Info – Related Links

Necessary Steps to Become a Vermont Non-Profit Corporation

Register Trade or Club Name

www.sec.state.vt.us/corps/t/home.htm

*A Trade name protects your organization from others using the same name, valid for 5-years, renewable & SOS will notify.

File Articles of Incorporation as a "Public Benefit Corporation"
www.sec.state.vt.us/corps/forms/nparts.htm
*It's an easy process, just fill in the blanks, and answer the questions.

If your club doesn't have By-Laws, go to
www.sec.state.vt.us/corps/dobiz/np/sample_bylaws.htm
*Make sure that your club has by-laws, not necessary for VT SOS, but will be needed for IRS filing.

Congratulations, you are now ready to start filing for Non-Profit Status with the Internal Revenue Service

All Corporations must have an Employer Identification Number (EIN) or if no employees a Taxpayer Identification Number (TIN)

To obtain an EIN/TIN go to:

www.simplefilings.gov-tax.net/?rdir=12827873328-sc=0

Or: 1-800-829-4933

Or: File IRS Form SS-4 by mail

You are now ready to file for Non-Profit Status with the IRS, either
501 (c) (3)
Or
501 (c) (7)

501 (c) (3)
Not generally reserved for snowmobile clubs or other recreational groups. Very difficult to obtain, takes a lot of time, and energy.
File IRS Form 1023

501 (c) (7)
This is the preferred tax status for social membership organizations that are supported by membership dues. Does not make contributions tax deductible.
File IRS Form 1024

Congratulations you may now file an annual Income Tax Return!

- < \$25,000 Form 990N @ <http://www.irs.gov/> click on Charities & Non-Profits, then go to "Annual electronic filing requirements for small tax exempt organizations.
- > \$25,000, but not more than \$500,000 you must file IRS Form 990 EZ
- > \$500,000 use IRS form 990