

Charitable Solicitation Licensing Charitable/Sponsor Organizations Renewal Application Checklist

Prior to mailing your completed application package, please use this checklist as a helpful tool to make sure that your application package is complete.

Did you?

- ☐ Complete all required fields on the application?
- ☐ Have your organization's **Treasurer or Chief Fiscal/Financial Officer** sign the application under oath in the presence of a Notary?
- ☐ Include the appropriate renewal fee for your application?
(For your convenience, a fee schedule has been provided on the reverse of this document.)
- ☐ Provide a mailing address in the "optional applicant contact block" if your organization does not receive mail at your physical location?
(The "optional applicant contact block" is located on the last page of the application form.)
- ☐ Include your organization's financial information for the preceding fiscal year in the form of an IRS Form 990 or 990-EZ, OR an audited financial statement, OR on the Department's annual financial reporting form?
(NOTE: All accompanying financial information MUST BE SIGNED.)
- ☐ Include a North Carolina Fundraising Disclosure Form for **EACH** contractual relationship your organization currently has or had in the immediate preceding fiscal year with a fundraising consultant, solicitor, or co-venturer?

If you have any questions or need assistance, please contact CSL at
919-807-2214 or 888-830-4989