



STEPS TO STARTING A CHARITY

Starting a charity can be exciting but can also be a little demanding. The steps below are a good starting point:



Form a Board of Directors

- ✚ At least three Board members are required: however, five or more are recommended. Board members should be independent, unrelated members



Hold a formal meeting to install the Board of Directors, adopt the By-Laws, and elect Board Officers



Create By-Laws



File Articles of Incorporation online identifying the charitable purpose with the Secretary of State's Business Service Division



Apply for an Employer Identification Number (EIN) – Federal Form SS-4 and for Federal Tax Exemption – Federal Form 1023



Establish a bookkeeping/accounting system to keep track of revenue and expenses



Open a bank account in the charity's name



File an online charity registration with the Secretary of State's Charities Division



Apply for State sales tax exemption, if applicable



Read and become familiar with the Mississippi Charity Statutes and Rules



Refer to the Operating & Bookkeeping tips for helpful hints, information and resources located on the Secretary of State's website

To be in compliance with the Mississippi Charitable Solicitations Act, you must keep true and accurate records.



Michael Watson
SECRETARY OF STATE