

Creating and Maintaining a Nonprofit Checklist

Steps to Create a Nonprofit

1. Establish a board of directors (including officers)
2. Create bylaws - [TEMPLATE ND, By-laws](#)
3. Obtain an EIN Number
 - a. Form SS-4 - [Charities and Nonprofits | Internal Revenue Service \(irs.gov\)](#)
4. Create for file and then file online, Articles of Incorporation - [TEMPLATE Articles of Incorporation](#)
 - a. North Dakota - [Register with ND First Stop](#) - FILTER - NONPROFIT
 - b. \$40.00 Fee
5. Review Cher's "[Guidance to fill out the 1023](#)" and print a copy of the [Full 1023](#) application with notes, then complete the form and submit the information online, IRS 501(c)3 application.
 - a. Can use Form [1023 EZ](#) - if your budget will be \$50,000 or less, indefinitely. b. Fees vary between \$375-\$600 - credit card required before application is inserted.

Maintaining a Nonprofit (Annual Filing Responsibilities)

- North Dakota Charitable Organization Annual Report
 - \$10.00 Fee
 - Must be filed through [ND First Stop](#)
- IRS 990-N e-Postcard or [990-EZ](#) -
 - Nonprofits with gross receipts under \$50,000 can do a simple e-postcard (very easy!)
 - MUST be filed by May 15th - no reminder will be sent.
- Annual Directors & Officers Insurance
 - Not required but is a best practice!

Strengthen ND – Cher Hersrud 2023