

Foundation Procedures

1. Chapter reaches out to Lions and obtains documentation and directions.
2. Chapter sends request for foundation and subsequent paperwork to CSC.
3. CSC sends completed documentation to Lions to approve (bylaws and application)
4. Lions give approval and CSC's proceeds with filing.
5. When the qualification is complete CSC sends the EIN and exempt paperwork to the chapter.
6. The Chapter sends the paperwork back and CSC work with the chapter through the registration process with the IRS.

Pricing

The fees and discounts below have been negotiated for Lions Club entities.

Registered Agent Service:	\$89 (includes 79% discount)
Prepare Formation Documents:	\$100
File Formation Documents:	\$162 (includes 25% discount)
State Filing Fee:	varies by state
Obtain Federal EIN:	\$91
Obtain 501(c)³:	\$1,495 plus IRS Fee
IRS Filing Fee:	\$275 1023EZ / \$600 1023**

Annual Report Preparation and Filing: \$75.00*

*This is an optional annual service provided at a discount for your organization.

**If the non-profit plans on bringing in more than \$10,000 annually the IRS fee is \$600.

Basic Information Needed to File 501(c)³

Basic Information Needed to File 501(c):

Entity Name Completed 1023 form Contact Person Contact Information

Preferred Contact Method State of Formation

Date of Formation Copy of Articles

CSC Contact Person:

Jeanette Schuerman 800-927-9801 x 63803
Jeanette.schuerman@cscglobal.com

Dawn Frantz 800-927-9801 x 63845
Dawn.frantz@cscglobal.com

\$ 100+162+50+91+1495+(275/600) = \$2173/\$2498

\$ 100+162+50+91+1495+(275/600)+(89+75) = \$2337/\$2662