



Incorporation Application Instructions

Step One: Organization Contact Information

1. Brief organization history
 - Describe your organization, origins, and current status
2. Statement of Faith
 - What is the purpose of your organization? • What is the focus of your organization?
3. Organization Structure
 - Articles of Incorporation: In general, a corporation is formed under state law by the filing of articles of incorporation with the state. The state must date-stamp the articles before they are effective.
 - *LGN fee to assist with state filing (varies) + \$75.00*
4. Employer Identification Number (EIN)
 - Also known as a Federal Tax Identification Number.
 - Upload IRS letter with EIN number
 - *LGN fee to assist with obtaining EIN: \$45.00*
5. Bylaws
 - It will serve as your organizational manual and will help guide you through the orderly operation of your corporation; the rules that govern the internal management of an organization. It establishes procedures for holding elections, organizing meetings, quorum requirements, membership structure (if needed), and other essential operations of your nonprofit.
 - *LGN fee to assist with bylaws: \$100.00*

Step Two: Officers Information

1. President's resume or CV (*include appropriate educational, vocational, and ministerial data*)
2. List of Officers: an officer is elected or appointed to manage the organization's daily operations, such as a president, vice president, secretary, or treasurer

Step Three: Additional Information

1. Have any of your officers ever been convicted of a felony? If yes, add letter of explanation.
2. Have any of the officers been a party of any current legal action? If yes, add letter of explanation.
3. Are any of the officers currently subject to any legal judgments? If yes, add letter of explanation.

Step Four: Membership Fee

- Annual \$300 membership fee with one-time \$25.00 admin fee paid online or by mail