

LOUISIANA DEPARTMENT OF JUSTICE

PUBLIC PROTECTION DIVISION

Charitable Exemption Checklist

Please return to:

Public Protection Division
1885 N. 3rd Street, 4th Floor
Baton Rouge, LA 70802

Phone: 225-326-6400

Fax: 225-326-6499

Website: www.AGLizMurrill.com

To apply for exemption based upon educational institution

1. Letter of Accreditation from the State Department of Education or the appropriate state educational board or accrediting agency;
2. Articles of Incorporation;
3. Bylaws;
4. IRS Determination Letter;
5. Copy of all contracts with current professional solicitors or fundraisers (if no such contracts exist, produce an affidavit attesting to that fact);
6. Charitable Exemption Form.

To apply for exemption based upon religious institution

1. IRS Determination letter;
2. Articles of Incorporation;
3. Bylaws;
4. An explanation of how the religious institution/organization meets the religious institution requirement for exemption status. The definition of a religious institution can be found at 16 LAC Pt. III §515;
5. Copy of all contracts with current professional solicitors or fundraisers (if no such contracts exist, produce an affidavit attesting to that fact);
6. Charitable Exemption Form.