

LOUISIANA DEPARTMENT OF JUSTICE

PUBLIC PROTECTION DIVISION

Charity Registration Requirement Checklist

Please return registration to:	Phone: 225-326-6400
Public Protection Division 1885 N. 3 rd Street, 4 th Floor Baton Rouge, LA 70802	Fax: 225-326-6499 Website: www.AGLizMurrill.com

Initial Registration Checklist

- The annual registration fee for initial registration or renewal is \$25.00. Electronic Payment of Fees. Registration fee(s) may be paid electronically at <https://www.paystar.co/MakePayment/SubInput/762>. Discover, Visa, and Master Card are accepted. A nonrefundable online service fee in the amount of \$1.00 plus 2.75% will be charged to the credit/debit card for registrants who choose to pay fee(s) electronically.
- Payments by mail. If registrants prefer, they may pay the required registration fee(s) by check, without incurring an online service fee. Checks should be made payable to the "Louisiana Department of Justice" and mailed to the address listed below.
- Unified Registration Statement
- Copy of Articles of Incorporation
- Copy of Bylaws
- Copy of all contracts with professional solicitors
- List of other states in which your organization is registered
- Copy of IRS 501(c)(3) tax exempt determination letter
 - Please remember that Louisiana *does not* require the IRS Form 990 for annual registrations.

Renewal of Registration Checklist

- The annual registration fee for initial registration or renewal is

\$25.00.
- The annual registration fee for initial registration or renewal is \$25.00. Electronic Payment of Fees. Registration fee(s) may be paid electronically at <http://www.payladoj.com>. Discover, Visa, and Master Card are accepted. A nonrefundable online service fee in the amount of \$1.00 plus 2.75% will be charged to the credit/debit card for registrants who choose to pay fee(s) electronically.
- Payments by mail. If registrants prefer, they may pay the required registration fee(s) by check, without incurring an online service fee. Checks should be made payable to the "Louisiana Department of Justice" and mailed to the address listed below.
Unified Registration Statement
- Copy of all contracts with professional solicitors
- List of other states in which your organization is registered