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CHARITABLE TRUST NUMBER CHECKLIST

To complete initial registration for a Charitable Trust number, complete the following checklist and forward all documents to the Registry of Charitable Trusts:

1. *Form CT-1* (see attached or go to www.capta.org, click on the “Tax Filing Updates,” “Registry of Charitable Trust.” and then click on provided links for fillable *Form CT-1* and sample instructions)

2. Founding documents, as follows:
 - If you are incorporated:
The articles of incorporation, all amendments, current bylaws (within three (3) years) and *IRS Form 1023*

 - If you are not incorporated:
The unit, council, or district current bylaws (within three (3) years)

3. Request a letter of determination from your District. If unavailable, contact sales@capta.org

4. \$25 initial registration fee

5. **Mail all of the above documents to:**
California Attorney General's Office Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470

If you have any additional questions, you can call the Registry of Charitable Trusts registration department at (916) 323-5617 or e-mail registration@doj.ca.gov.