

Minnesota Attorney General's Office  
Charities Division  
Suite 1200, Bremer Tower  
445 Minnesota Street  
St. Paul, MN 55101-2130

**Website Address**

<http://www.ag.state.mn.us/charities>

**STATE OF MINNESOTA**  
**CHARITABLE ORGANIZATION**  
**EXEMPTION FORM**  
**INSTRUCTIONS**

(Pursuant to Minn. Stat. ch. 309)



Minn. Stat. § 309.515 provides that certain charitable organizations may be exempt from registration. Review Minn. Stat. § 309.515 before completing this form.

**GENERAL INSTRUCTIONS**

- Check the appropriate exemption and provide requested documentation supporting the claim of exemption.
- An organization is under a continuing obligation to report to the Attorney General's Office if its status changes and it is no longer exempt from registration.
- An organization that is exempt from registration under Minn. Stat. ch. 309 may not be exempt from registration under the Minnesota Supervision of Charitable Trusts and Trustees Act. An organization with a charitable purpose that has assets in excess of \$25,000 during an accounting year may need to register. Please see Minn. Stat. §§ 501B.33-.45.
- The Attorney General's Office reserves the right to dispute an organization's exemption claim and, at any time, require registration.
- No filing fee is required.

**HOW TO FILE**

**This form may be submitted via email.**

- The form and all attachments should be emailed to *charity.registration@ag.state.mn.us*. The email and attachments can be **no larger than 25 MB**. The subject line of the email must contain the organization's name. If the materials you are submitting are more than 25 MB, submit the attachments in separate emails properly labeled in the subject line (e.g., email 1 of 3).
- Documents must be in PDF format and named in an identifying manner (e.g., Charity Exemption Form).
- You will receive an automatically generated confirmation email. Receipt of the email confirms only that this Office received your submission and is not an attestation regarding the validity or completeness of the submitted materials.

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(Pursuant to Minn. Stat. ch. 309)

**Legal Name of Organization:** \_\_\_\_\_

**Federal EIN:** \_\_\_\_\_ **State of Incorporation:** \_\_\_\_\_

<b>Mailing Address:</b>	<b>Physical Address:</b>
Contact Person	Contact Person
Street Address	Street Address
City, State, and Zip Code	City, State, and Zip Code
Phone Number	Phone Number
Email Address	Email Address

**Organization's website:** \_\_\_\_\_

**Explain in detail the organization's charitable purpose(s) (attach explanation if more space is needed).**

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**Is the organization incorporated pursuant to Minn. Stat. ch. 317A?**  Yes  No



## CHARITABLE ORGANIZATION EXEMPTION FORM (Continued)

### Reason for Exemption

- The organization did not receive and does not plan to receive total contributions in excess of \$25,000 from the public in or out of the State of Minnesota during any accounting year **and** the organization's functions and activities are performed wholly by volunteers **and** the organization does not employ a professional fundraiser. The direct cost of prizes given to the public in connection with charitable gambling may be excluded in determining the total amount of contributions.
- **Attach a copy of the organization's most recent IRS return or provide a financial statement.**
- The organization is a religious society or organization which is exempt from filing a federal annual informational return (IRS Form 990, 990-EZ, or 990-PF) pursuant to Internal Revenue Code, section 6033(a)(2)(A)(i) and (iii) and Internal Revenue Code, section 6033(a)(2)(C)(i).
- The organization is an educational institution which is under the general supervision of the commissioner of education, the Board of Trustees of the Minnesota State Colleges and Universities, or the University of Minnesota or any educational institution that is accredited by the University of Minnesota or the North Central Association of Colleges and Secondary Schools, or by any other national or regional accrediting association.
- The organization is a fraternal, patriotic, social, educational, alumni, professional, trade, or learned society which limits the solicitation of contributions to persons who have the right to vote as a member. The term "member" does not include those persons who are granted membership upon making a contribution as the result of a solicitation.
- The organization is soliciting solely for a named person and all of the contributions received are transferred to the named person with no restrictions on the person's expenditure of the contributions and with no deductions whatsoever.
- The organization is a private foundation, as defined in section 509(a) of the Internal Revenue Code of 1954, which did not solicit contributions from more than 100 persons during its last accounting year.



**CHARITABLE ORGANIZATION EXEMPTION FORM  
(Continued)**

**Officers Signatures and Acknowledgment**

The exemption form must be signed by two officers of the organization.

We, the undersigned, hereby certify that we are duly constituted officers of the organization and that the information in this document is true and accurate to the best of our knowledge.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date