

501c3 DONE-FOR-YOU SERVICES

We'll help you get organized to fulfill your vision to change your community and the world around us.

Service Plan Details: Effective 08-01-2017

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INTRODUCTION

Thank you for considering Whitfield & Associates to assist you in obtaining your organization's 501c3 status so that your ministry is prepared can move forward with its plans to change the community and the world around us.

This proposal outlines our 501c3 Done-For-You service for churches and non-profit organizations.

Our goal is to make this process as simple and easy for you as possible and giving you peace of mind knowing your organization is in compliance with IRS and state guidelines.

"I knew I made the right choice in choosing your firm to represent me in my 501c3 application. There were other choices, but my gut feeling would tell me to choose Whitfield & Associates. The voice of the Spirit is always true and rewarding. Thank you for your professionalism and encouragement in this wonderful experience. Got approved ASAP. And we are now ready to take advantage of all the benefits available to our organization for the better of others and to help the needy."

Pastor Gus Lemus – Iglesia de Cristo Emmanuel – Cudahy, CA

YOU'RE ON THE GO!!

We know you're on the go, juggling priorities while trying to help change lives through your organization. That's why we've designed our 501c3 Done-For-You service for non-profit executives, just like you.

Too busy to do the research! No time fill out pages and pages of IRS and state forms and labor over line-by-line instructions.

And yet, you need to get this done, and done right!

We've put our heart into making this process so easy for you, that you can get your share of the project done while you're on the go!

- Fill out our online interviews on your tablet or smart phone.
- Stop and resume the online interviews when it's convenient for you.
- Download our checklist of documents we need to your mobile device.
- You won't need to track down signatures from your board members. We'll handle this administrative task for you. Just give us their email addresses and we'll collect digital signatures using their computer, tablet or smart phone.
- Access our project status report online, so you always know what we're waiting for.
- We'll send a weekly project status email reminders to make sure we're on the same page.
- All documents are organized and easy to find in our online file sharing area for collaboration. This serves as a great back-up for new non-profit executives.
- No scanner? Take a photo from your mobile device and use your favorite Android or iPhone scanning app to convert images to clean PDF files to share with us.
- No printer? Use HP e-Print's mobile app to send them to the nearest FedEx, UPS, Wal-Mart or office supply store for printing.

FEES

Our 501c3 Done-For-You service includes preparing your federal and state registration forms for your non-profit organization.

Payment Plans	Fee
501c3 Application (Form 1023) and State Registrations (Installment plan: 3 installments of \$425 each)	\$1,275
501c3 Application (Form 1023) and State Registrations (Fast Track – Full Payment)	\$1,175

Our consulting fee does not include the IRS Form 1023 application fee, or the fees for your state forms. You should budget the following for IRS and State Fees:

- IRS Form 1023 - \$600 – You will issue a check to the US Treasury with the application.
- State Registration Fees - \$50 to \$100 – Fees vary from state to state. You will pay these fees directly to the state with each registration form.

LET'S GET STARTED

Once you've decided on a payment plan, click the button in the email we provided.

Or go online to: churchcpa.com/step-1-501c3-order-form/

LET'S DIG INTO THE DETAILS

We aim to provide exceptional value for your investment. So, we've outlined what's included in our 501c3 Done-For-You service and what your role is in the process.

OUR EASY, PEASY 3 STEP PROCESS

We've taken this overwhelming 501c3 process and made it as easy, peasy for you as possible.

STEP 01 THE BASICS

You'll complete our online Client Information Form to provide us the names and addresses of your board members, your tax id # if you have, and let us know what registrations you've done so far.

STEP 02 THE PAPERWORK

You'll complete our online Programs and Activities Interview to provide us a list of your planned programs and activities.

We made this easy as pie! Just check off the boxes for the programs you want us to include and prepare a full write-up of your description of the programs and activities.

We'll give you a checklist of documents you need to gather for us and provide a project status report so you'll always know what we're waiting for.

We'll send you documents to get signed by your board. We made that easy, peasy for you, too! Give us their email address and we'll collect their signatures electronically from their computer, tablet or mobile device.

STEP 03 THE FINANCIALS

We'll let you know whether we need any current year or prior year actual financial data and/or a budget.

Don't have a budget?!! No worries! We'll make it easy peasy for you and take care of that for you, too!

***You won't have to fill out any IRS or State Forms!
Just Review, Sign and Mail Them Out with the Fees!***

CLIENT RESPONSIBILITIES

Assign a Contact Person

- This person will receive access to our online 501c3 Work Center to complete forms online, download the checklist and share files.
- This person should be good at organizing paperwork and following a checklist to keep track of documents.

Access to Collaboration Tools – In order to expedite collaboration and the delivery of documents, we require you to have:

- Access to the internet and email through a computer, tablet or mobile device.
- A PDF file viewer such as Adobe Acrobat Reader on your computer or mobile device.
- Access to a scanner or fax, and a printer. On the go? No worries! Scanning and printing apps are available for tablets and smart phones.

Financial Information – You will be responsible for providing financial statements for up to five years. As we review the organization's financials, details about certain amounts may be requested.

Payment of Fees – Monthly payments will be processed automatically. You'll need to make sure funds are available. A fee of \$30 applies to returned payments. **Your final payment must be received before we submit the final application.**

Submit Documents in a Timely Manner – You will be responsible for submitting the required documents within a timely manner. You will be responsible for signing and mailing the completed forms to the IRS and/or state agencies.

No more IRS research on your end. We'll take it from here!

HOW LONG WILL THIS TAKE?

Our goal is to get your 501c3 application completed and out the door as soon as possible. The timeline depends on your payment plan. We'll set a target date to complete your application. Our success depends on how quickly you can provide the information we need.

If you paid in full upfront, we'll put you on our fast track.

- If your organization is already incorporated, we'll try to get your application done in 10 to 15 business days.
- If your organization is not incorporated, our goal will be to complete your application within 30 days, depending on how long it takes the state to return the articles of incorporation.

If you chose our payment plan, our goal will be to complete your project within 2 weeks of receiving your final payment. If we get done sooner, you can always choose to pay off the balance earlier so we can get the application out the door sooner.

When can we solicit donations?

You don't need to wait for your 501c3 application approval to solicit donations. Your organization will need to open a bank account and register with your state attorney general's office to solicit donations. To get this done we will need the following tasks done first:

- The organization must be incorporated and have a federal tax ID #. At this point, you can open a bank account for your organization.
- We'll need your bylaws signed by the board.

How long does the IRS take to approve our application?

There's no guaranteed timeline. Most of our applications have been approved in 4 to 6 weeks. One application for a CDC with a lot of community and housing programs was approved in a record 3 weeks! Occasionally applications are routed for a more detailed review. We've seen this with a few applications years ago and it took 9 months before the application was assigned to someone to review. We've also seen a few approved in about 10 days.

SO, WHAT'S INCLUDED?

Everyone focuses only on the IRS Form 1023, but we know from experience that other stuff needs to get done too; or they'll slip through the cracks and bite you later. We want to make sure you're all set from start to finish with the IRS and state agencies.

Our 501c3 Done-For-You service Includes:

- Preparing Your Articles of Incorporation, or preparing your Articles of Amendment (for existing corporations) to make them 501c3 compliant.
- Obtaining your Federal Taxpayer ID #.
- Preparing your State Business Tax Registration Documents if you plan to hire employees or sell merchandise within the next 6 months (if applicable to your state).
- Preparing your Charitable Registration Documents for your state of incorporation so that you are registered to legally solicit donations in your state (if applicable to your state).
- Apply for your sales tax exemption certificate so that you may purchase items in your state and not pay sales taxes (if applicable to your state).
- Apply for your state business tax exemption (if applicable to your state).
- Preparing your Bylaws from our template and making minor changes.
- Preparing IRS required Board Resolutions & Corporate Policies.
- Complete the IRS Form 1023.
- Writing the narrative description of programs and activities.
- Preparing the budget for the Form 1023 if required.
- Serving as Power of Attorney to respond to IRS inquiries about the application.
- Preparing a written response to the IRS for any inquiries regarding the 501c3 application. It is quite rare, but we'll take care of it, if required.
- One strategy session with a CPA to answer all your tax, compliance and strategic planning for your new organization. Make a list of your questions so we make the most of this session.

We'll handle the IRS stuff so you can focus on growing your ministry!

ADDITIONAL SERVICES

As much as we'd like to make this an all-inclusive package; there are just some things we didn't include in our flat-fee for the 501c3 Done-For-You service.

There may be additional services you need that are subject to additional fees:

- Performing bookkeeping and accounting services to prepare your financials. Additional fees apply.
- Local filing required for your county, city or parish, or state licensing departments based on the services you provide (e.g. Department of Human Services for day care services). Sorry, we do not perform these services.
- Property tax exemption applications. Sorry, we do not perform these services at this time.
- Preparing annual state and federal tax returns for the current tax year. Preparing prior year state returns. If your organization has been in existence during the prior tax year or earlier, your state may require you to catch-up on filing prior year annual returns as part of the registration process. Additional fees apply.
- Preparing registration forms for more than one state.
- Preparing forms to get your corporation reinstated (if it has been dissolved). Additional fees apply. Varies by state.
- Preparing forms to dissolve a legal entity. Additional fees apply. Varies by state.
- Prepare annual reports for your secretary of state to keep your corporate active. Additional fees apply. Varies by state. This is easy, peasy! Most of our clients take care of this on their own and leave the hard stuff for us.
- Application fees charged by the IRS and state to process your documents.
- Compilation, Reviewed or Audited Financial Statements – If your organization has been in existence for a while and has generated significant revenues, the state may require compiled, reviewed or audited financial statements. The threshold for annual revenues varies from state-to-state. We prepare accountant's compiled and reviewed financial statements for an additional fee. We do not prepare audited financial statements.
- Forms for grant applications.

ADDITIONAL SERVICES (CONTINUED)

Extra Articles of Amendment - \$75 - Your service plan includes filing either the articles of incorporation or the articles of amendment. If you request an additional articles of amendment (e.g. for a name change), additional fees apply.

Project Reinstatement - Our goal is to get your application out the door and in the hands of the IRS as quickly as possible. However, delays can occur on your end and the project may be put on hold.

- If you abandon the project and/or you do not respond to our requests for information after 90 days, the project will be considered abandoned and terminated. We're flexible with this. Just keep in touch.
- If your project is put on hold for more than 12 months after the project has started and our rates have changed, you will be required to pay the difference in the consulting fees to resume your project.

Major Revisions - Our goal is to work as efficiently as possible to keep our fees to a minimum while delivering excellent service.

Minor tweaks here and there are expected and welcomed. We also anticipate changes in the board members as we work through the project.

Revisions resulting from making changes to your planned programs and activities and/or modifying your financials take quite some time.

Significant changes due to matters beyond our control are subject to additional fees:

- Major Revisions to the Programs Narrative - \$150
- Updating Financials - \$150

ANNUAL TAX RETURNS

Your organization may be required to file annual federal or state tax returns during the application process. We can get this done for you, too!

Annual Returns for Non-Profit Organizations	Fee
990-N Federal and State Charitable Organization Returns (For non-profit organizations with annual revenues* under \$50,000)	\$125
990-EZ Federal and State Charitable Organization Returns (For non-profit organizations with annual revenues* under \$200,000 and total assets under \$500,000)	\$350
990 Federal and State Charitable Organization Returns (For non-profit organizations with annual revenues* of \$200,000 or more, or total assets of \$500,000 or more)	\$550
990-N Return Only (When no annual state return is required for your organization)	\$65
State Charitable Organization Returns Only (For most states with forms containing 1 to 2 pages. Higher rates may apply for more complex state returns)	\$65
Secretary of State Annual Reports (Required to keep your corporation active. Most clients do this themselves)	\$75

***Revenues include the value of In-kind donations or donated items such as food, clothing, equipment, school supplies, vehicles, real estate, etc.** You must estimate the value of these items and include it in your gross receipts (or total revenues) before determining which 990 type return you are required to file.

CASE STUDY

Here's a typical example of how projects get delayed and how project reinstatement fees and fees for major revisions would apply.

Here's What Happened to Janice ...

Janice was excited to start her 501c3 Application Project. She made it through the first two steps of her project within 2 weeks. However, for personal reasons, life got in the way and she did not have time to work on the project. Janice was too busy to return our phone calls and emails.

The last time we received information for the project was in June 2015. In October 2015, we considered the project as abandoned and terminated the project.

Two years later, Janice contacted us to let us know she was ready to resume the project. During that time, our consulting fee for the 501c3 Done-For-You services increased by \$100.

Janice now has 2 new board members and her vision for the organization has changed. This requires updating the narrative description of the programs and activities and modifying the board information.

Janice would have to pay \$250 to resume her project this includes \$100 increase in the consulting fee and \$150 to update the narrative description of programs and activities.

Janice did not file her annual reports to keep her corporation active and annual reports to solicit donations. Additional fees will apply to get her corporate status reinstated and get her state paperwork current.

REFUND POLICY

As much as we love our clients, believe in their vision and are excited to be a part of their start-up, there are unforeseen circumstances that could occur that require you to terminate the project altogether. We get it! Stuff just happens.

Whether you pay in full upfront or in installments, a consulting fee of \$425 to set-up and commence the project is non-refundable. We will refund the difference.

Once we have started or assigned any portion of Step 2, the paperwork phase of the project, we will refund \$325, if you paid in full or have paid all three installments.

Once we have started or assigned any portion of Step 3, the financials phase of the project, we will not issue a refund.

ABOUT US

We empower churches and ministries throughout the country to take charge of their finances. Our job is to “clean house” by helping ministries get their finances organized to prepare for God’s increase in their ministry.

With our help, our clients are able to know exactly where their finances stand at all times, and keep everything organized so that, when God puts an opportunity in their path, the financials are ready and senior management can move forward with their plans.

We are honored to provide other services and resources to help churches and non-profit organizations get organized, get in compliance and get control of their finances.

Professional Credentials

State of Illinois Public Accounting Firm License # 066.004028

State of Illinois Certified Public Accountant License #065.027863

Member of the Illinois Certified Public Accountants Society

Member of the American Society of Certified Public Accountants

Member of the Better Business Bureau