



## NON-PROFIT START UP INFORMATION

In order to begin the process, there is some information we need to fill out the draft forms. Answers and attachments should be sent to [janet@empoweringthepurpose.com](mailto:janet@empoweringthepurpose.com). The charges for doing the paperwork for a non-profit start up are typically \$700 to \$800, it may occasionally vary. We need a \$400 retainer fee to start the process. Please make the check payable to Anser, 155 NW Irving Ave., Bend, OR 97701.

Name of Organization: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

County: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

A short (2-3 sentences)  
description of the  
organization: \_\_\_\_\_

EIN number:  
*(if you do not have one  
we will apply for one for  
you)* \_\_\_\_\_

**Please attach the following information if it is available** *(if not we can help):*

- A copy of the Articles of Incorporation
- A copy of the State Approval
- A copy of the By-laws

There are also fees required by the Department of Treasury (IRS), the fee is \$400 if you have a budget under \$10,000 or \$850 if you have a budget over \$10,000. There may be fees required by your state for required forms. These fees are paid by you when you file the various documents.