Electronic Filing of Annual Financial Reports with the New York State Charities Bureau
Online Filing Overview: Streamlined and Simple

• Help text, email prompts, alerts and notices guide users through the filing process
• Emails update users on status of filing, including reminders to complete form, signature, and payment
• Filings reviewed within 3 weeks of submission, which significantly reduces the time to post for online submissions
Users go to www.CharitiesNYS.com to access the filing portal.
Here charities update their address, name change (must include supporting document such as a certificate amendment), fiscal year, and IRS tax exempt status.
Registration Update

Confirm Registration Category

Please answer the questions below to confirm your organization’s registration category.

Does the organization conduct activity in New York State (other than soliciting)? This may include, but is not limited to, maintaining an office, having employees, or running a program.*

- Yes
- No

Does the organization have assets in New York State?*

- Yes
- No

Does the organization solicit, or plan to solicit or receive more than $25,000 annually in total contributions from New York State residents, foundations, corporations or government agencies?*

- Yes
- No

Does the organization use a professional fundraiser or fundraising counsel?*

- Yes
- No

Here filers update charities’ current New York activities, and bring their registration category up-to-date.
Charities enter amounts from their IRS tax form to have their fee calculated and determine whether they owe a financial review or audit. They can also flag if this is a final filing with NYS.
Filers must upload a charity’s IRS 990, financial review or audit as pdfs in the appropriate slot. If the charity has changed its name, it will need to upload a supporting document here.
E-Signature

Here filers enter emails and titles to send the form and attachments by email to the required signatories via DocuSign. Third party preparers cannot sign for a client charity.

## Signatures

Certification requires two signatures, one from the organization’s president or authorized officer/trustee and the other from the chief financial officer, treasurer or other person with fiscal responsibility for the organization. Both signatories must certify under penalties for perjury that they reviewed this Annual Filing Statement, and that to the best of their knowledge and belief the information contained in this form is true, correct and complete in accordance with the laws of the State of New York which are applicable.

Enter the signatories’ information below.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
<th>Email</th>
<th>Re-enter Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Smith</td>
<td>President</td>
<td><a href="mailto:John@gmail.com">John@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Bill</td>
<td>Smith</td>
<td>Chief Financial Officer</td>
<td><a href="mailto:Bill@gmail.com">Bill@gmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>

[Back]  [Save and Exit]  [Send out for signatures]
In July 2021, U.S. Supreme Court held in *AFP v. Bonta* that state charity regulators’ requirement that charities submit donor-identifying information on IRS 990 Schedule B was unconstitutional.

- NYS promulgated revised regulations in March 2022. IRS Schedule B filers now can file either
  - A redacted Schedule B listing only donation amounts and states of origin or
  - The total aggregate contributions raised by the charity in NYS
Filing Requirements Change:

Charities that are not required to file Schedule B with the IRS are required to provide

• The total aggregate contributions raised in NYS in the reporting year
  • Charities select the applicable amount from a list of ranges, e.g. $25,000-$99,999.
Frequently Asked Questions (1)

• “One of the signatories noticed an error in the filing. Can I go back and make a correction?”
  • Yes, click on “Update Filing” to void the signature envelope and make the corrections before sending the filing back out for signatures.

• “The signatory email address was incorrect; can I change the email address?”
  • Click on Resend/Correct for Signatures to update the email address and send a fresh signature email to that signatory.
Frequently Asked Questions (2)

• “What is the status of my filing?”
  • All filings will display the current Filing Status on your dashboard.

• “What does this status mean?” (Ex: Processed)
  • All statuses have a definition that can be viewed by clicking on the i symbol.
    (Ex: The definition for Processed is: “Your annual filing has been reviewed and the Charities Bureau does not need any additional information at this time.”)
Filing Help

• Charities are encouraged to use the interactive checklist containing tips to complete their filings successfully.

• Charities may contact the Charities Bureau for filing assistance during normal business hours at 212-416-8401, Charities.Bureau@ag.ny.gov or Charities.AnnualFiling@ag.ny.gov.

• Hanna Rubin, Director of Registration, Hanna.Rubin@ag.ny.gov