



Colorado Secretary of State Charities Program Help Session

Nov. 4, 2022



Colorado Charitable Solicitations Act Title 6, Article 6, C.R.S.

Every charity that intends to solicit contributions in Colorado needs to file a registration statement and a financial report with the Secretary of State.

Registrations must be renewed on or before the **15th day of the eighth calendar month** after the close of each fiscal year. Same deadline applies to updating estimated financials with actual financial information.

You can file a three-month extension online, but this needs to be filed before your due date. In practice, we give 17 extra days after a registration expires, but after that, your registration will need to be reinstated, not simply renewed.



Secretary of State Resources

- Renewal Instructions
- Common Mistakes to Avoid
- Colorado Charitable Solicitations Act (2022)
- Rules for the Administration of the Colorado Charitable Solicitations Act (eff. 11/12/2020)
- FAQs
- Video tutorials
- Nonprofit board member course
- ENS Subscriptions
- Complaint Form



Secretary of State's Website

www.coloradosos.gov - Charities and Fundraisers

The screenshot shows a web browser window displaying the Secretary of State's website. The browser's address bar shows the URL sos.state.co.us/pubs/charities/charitableHome.html?menuheaders=3. The website header includes the Colorado Secretary of State Jena Griswold's name and the website URL. A navigation menu is visible with options like Home, Bingo, Business, Charities, Elections, Notary, and a full menu. The main content area is titled 'Charities and Fundraisers' and features a 'News' section with a link to a conference announcement. Below this, there are sections for 'Consumers' and 'Paid solicitors'. The 'Consumers' section lists various resources like a search database, FAQs, and giving tips. The 'Paid solicitors' section asks if the user has an account and provides a table of filing options.

Charities and Fundraisers

News

[July 26 - 2022 NAAG/NASCO Conference Announced. Denver, History Colorado Center, Oct. 12-14 \(NAAG.org\)](#)

Consumers

- [Search charities database](#)
- [FAQs](#)
- [Wise giving tips](#)
- [Internet and social media wise giving tips](#)
- [Donor questions to ask when solicited by telephone](#)
- [File a complaint \(PDF\) - Email is encouraged](#)
- [211Colorado.org – state and local resources](#)

Charities

Paid solicitors

Do you have an account?

No, [create an account](#) or [get help](#).

Yes, [log in to eFile](#) ([get help](#)) or choose a filing below:

Form name	eFile or paper form	Instructions
Registration	eFile	How-to-tutorial Instructions
Renewal	eFile	Instructions
Solicitation notice	eFile	Instructions
Campaign report	eFile	Instructions
Withdrawal	PDF	Instructions



Login Difficulties?

1. Is the person who did this before no longer with the organization? Email charitable@coloradosos.gov to add new authorized officer and delete the old one.
2. Email address not recognized when you log in? You might have *subscribed to email notifications* regarding an organization's filings using one email address but requested a login for Charities filings using a different email address. If your email address is not recognized, email charitable@coloradosos.gov to update or confirm.
3. Reminder – if this applies, an authorized officer of the charity needs to be the one to add a preparer as a user.



Who Can Be the Authorized Officer?

8 CCR 1505-9, Rule 1.3

This individual must be an officer of a nonprofit corporation, a trustee of a charitable trust, or a senior manager member of any other entity that needs to register.



How to Login and Sign

You use a preparer, and they ask you to view and sign a filing. How do you do that?

Log in to your account on the Charities and Fundraisers page. You will be directed to your dashboard, which consists of three main sections:

- (1) My Organizations
- (2) Open Filings
- (3) Filings due in the next 30 days (including past due filings).

Under Open Filings, select the appropriate link in the “Filing” column. Click on “View Filing” and review. Then click on the Back button and click on “Sign Filing.” The preparer will get an email informing them that you signed the document.



Email Reminders - Which Filing is This?

Charities Program

- Registration Statement (location, mission, leadership)
- Financial Statements
- Renewals due on or before 15th day of eighth month after the fiscal year ends

Business Organizations Program

- Articles of Incorporation or Statement of Foreign Entity Authority
- Periodic Reports Due – search Business database for your org, find reporting month



Charities Program Reminder

From: Public Charitable <Public.Charitable@coloradosos.gov>
Sent: Thursday, October 6, 2022 4:10 AM
To: Public Charitable <Public.Charitable@coloradosos.gov>
Subject: Charity renewal reminder notice #2 – CHARITY X



Colorado Secretary of State www.coloradosos.gov

Jena Griswold

Renewal deadline: May 15, 2022
Extended deadline: November 15, 2022
Date of notice: October 06, 2022

Type of registrant: CHARITABLE ORGANIZATION
Organization name: CHARITY X
Registration number: 20223024444
Authorized officer: JOHN DOE

Your renewal is due soon.

Organizations that provided estimated figures in their initial registration will need to amend the initial filing to update estimates with actual financial information before they can file a renewal. Failure to renew or request an extension of the deadline with our office may result in late fees.

The charitable solicitations registration renewal is different and separate from the periodic report filed with the Business Organizations Program.

Helpful resources

- [Requesting an extension](#)
- [Common mistakes to avoid](#)
- [Renewing your registration](#)
- [Amending your registration or renewal](#)
- [Resetting your password](#)
- [Filing a periodic report](#)

For FAQs, instructions, and copies of the registration law and regulations, visit the Charities and Fundraisers Registration website at www.coloradosos.gov/pubs/charities/charitableHome.html.

Charities Program
Colorado Department of State
Business & Licensing Division
1700 Broadway, Suite 550
Denver, CO 80290 charitable@coloradosos.gov
303-894-2200 (option 2)

CC: PREPARER <adamsmith@preparer.com>; OTHER AUTHORIZED OFFICERS <name@charity.org>



Business Organizations Program Reminder

From: Colorado Department of State <entity.subscribe@coloradosos.gov>
Date: Fri, Sep 23, 2022 at 1:50 PM
Subject: Periodic Report Due for 20171071234 – Business Name
To: <Recipient@email.com>



Colorado Secretary of State
Jena Griswold

coloradosos.gov

The Periodic Report for BUSINESS NAME – Business ID is due.

You must file a periodic report annually to keep your entity in Good Standing. If you don't file on time, you will need to pay a late fee. Due dates and any fees or penalties are automatic and statutorily applied. As such, due dates and fees cannot be altered or waived.

New to periodic reports?

See [frequently asked questions and instructions](#) on the periodic report.

Seasoned customer?

To file now, or any time during your report month, go to the entity [Summary](#) and click on "File a form" near the bottom of the page.

No longer operating this business?

See [information and instructions](#) on how to dissolve your business, or withdraw, whichever is appropriate.

Other information

Help protect your business records from unauthorized changes by setting up free password protection with our [Secure Business Filing](#) system.

We encourage you to complete the Business Information Survey. This could help determine additional resources in the State for your business.

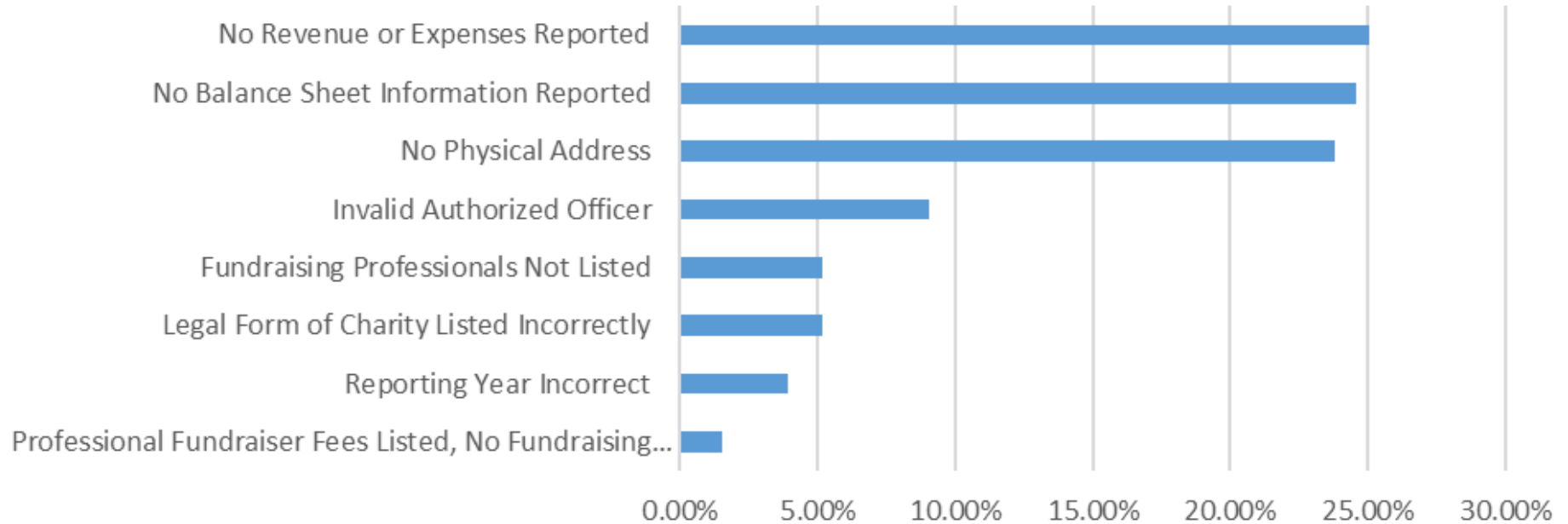
This is an automatically generated email. If you would like to contact our office, please send an email to business@coloradosos.gov or call 303-894-2200 and press 2.

If you would like to [unsubscribe](#) from this notification service, visit the [Email Notifications](#) page.



Applications – How to Renew Successfully on the First Try!

Top Eight Reasons For Correction





Tips About the Financial Report

- All applicants must complete the SOS financial report, even if they filed an IRS Form 990-N.
- Audited financial statements are not required in CO.
- \$0 revenue and \$0 expenses reported for an established organization. If this is indeed accurate (vs. the financials are not ready yet), email charitable@coloradosos.gov ahead of time to explain.
- \$0 in fundraising expenses despite significant contributions revenue is unusual, looks like an improper allocation of expenses.



Street Addresses Required

The principal place of business for the charity needs to be a street address. Same principle applies to custodian of financial records, and any office addresses in Colorado.

A post office box or private mailbox can be listed as a mailing address.



Important Dates for Calendar-year Organizations

May 15 – renewal due to SOS if IRS did not approve an extension for the Form 990.

Aug. 15 – renewal due to SOS if IRS approved an extension for the Form 990.

Aug. 16 – registration is expired, organization can no longer solicit contributions legally.

Sept. 1 – last day you can request an extension of due date to Nov. 15. Filing the extension will return the organization to Good status.

Oct. 31 – reminders emailed re: Nov. 15 due date.

Nov. 16 – registration expired, so organization must reinstate and pay a fine to solicit contributions legally.



Reinstate Expired Registration

- Organization may need to submit multiple financial reports when it reinstates
- Only select years for which you can file a financial report today
- If necessary, can file an extension request after the reinstatement process is completed, but must do so within five days of SOS approval.

Resources

- Check the Charity www.checkthecharity.com
- Secretary of State, Charities Program, <https://www.coloradosos.gov/> , (303) 894-2200, ext. 6487
- Internal Revenue Service “Stay Exempt” online training: <https://www.stayexempt.irs.gov/> .
- BBB Standards for Charitable Accountability, <https://www.give.org/donor-landing-page/bbb-standards-for-charity-accountability>
- Colorado Nonprofit Association, www.coloradononprofits.org , 1-800-333-6554
- Community Resource Center, www.crcamerica.org, 1-800-516-6284
- GuideStar – www.guidestar.org
- Charity Navigator – www.charitynavigator.org



Questions?

Charities Program

Colorado Department of State
Business & Licensing Division

1700 Broadway, Suite 550

Denver, CO 80290

(303) 894-2200 option 2

charitable@coloradosos.gov