

# New York State Charities Bureau



Bill de Blasio  
Mayor

Small Business  
Services

## **Scenario 1: Your organization has an updated filing with the NYS Charities Bureau**

- **STEP 1:** Organization submits signed, original copy of NYS [Charities Bureau Filing Certification](#) to SBS contract manager
- **STEP 2:** Organization forwards to SBS contract manager an email from NYS Charities Bureau to the organization confirming current status

## **Scenario 2: Your organization does not have a current/updated filing with the NYS Charities Bureau**

- **STEP 1:** Organization has to submit either a new filing application **or** a request for an extension of its current filing to the NYS Charities Bureau
- **STEP 2:** Organization forwards to SBS contract manager an email from NYS Charities Bureau to the organization confirming receipt of filing application or extension request (organization should send email to NYS Charities Bureau requesting verification of receipt and status).  
Organization can also submit a copy of the USPS Receipt Confirmation for the filing application or extension request sent to NYS Charities Bureau by mail.
- **STEP 3:** Organization submits signed, original copy of [NYS Charities Bureau Filing Certification](#) to SBS contract manager

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## **Scenario 3:** Your organization is exempt from filing with the NYS Charities Bureau

- **STEP 1:** Organization has to submit request for exemption to the NYS Charities Bureau
- **STEP 2:** Organization forwards to SBS contract manager an email from NYS Charities Bureau to the organization confirming receipt or approval of exemption request (organization should send email to NYS Charities Bureau requesting verification of receipt and status).
- **STEP 3:** Organization submits signed, original copy of NYS [Certification of Exemption from Requirement to Register](#) form to SBS contract manager

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In addition to producing proof of current filing, or that NYS Charities Bureau has received your organization's new filing or request for filing extension, your organization must submit **one original copy of the [New York State Charities Bureau Filing Certification](#)** to your contract manager



Bill de Blasio  
Mayor  
Lisette Camilo  
City Chief Procurement Officer and Director of Contract Services  
253 Broadway, 9th Floor  
New York, NY 10007  
212 788 0001 tel  
212 788 0049 fax

### New York State Charities Bureau Filing Certification

*A MATERIALLY FALSE STATEMENT WILLFULLY OR FRAUDULENTLY MADE IN CONNECTION WITH THIS CERTIFICATION, AND/OR THE FAILURE TO CONDUCT APPROPRIATE DUE DILIGENCE IN VERIFYING THE INFORMATION THAT IS THE SUBJECT MATTER OF THIS CERTIFICATION, WILL RESULT IN RENDERING THE VENDOR NON-RESPONSIBLE FOR THE PURPOSE OF CONTRACT AWARD, AND A MATERIALLY FALSE STATEMENT WILLFULLY OR FRAUDULENTLY MADE IN CONNECTION WITH THIS CERTIFICATION MAY SUBJECT THE PERSON MAKING THE FALSE STATEMENT TO CRIMINAL CHARGES.*

I, \_\_\_\_\_ (authorized officer), being a duly authorized officer of this corporation, certify that \_\_\_\_\_ (legal name of organization), submitted the attached annual filing for the fiscal year ending \_\_\_/\_\_\_/\_\_\_ (date) to the New York State Attorney General's Office, Charities Bureau on \_\_\_/\_\_\_/\_\_\_ (date). The information submitted has been verified and continues to the best of my knowledge to be full, complete and accurate. I understand that the City of New York will rely on the information supplied in this certification to determine compliance with New York State laws.

#### Required Attachments

(please check all that were submitted)

- Copy of check or money order dated \_\_\_/\_\_\_/\_\_\_ that paid the total of all applicable filing fees
- CHAR500
- IRS 990, IRS 990-EZ or IRS 990-PF
- Financial Statements (check only one)
  - Financial Statements Reviewed by a Certified Public Accountant (If organization received \$100,001 to \$250,000 in annual support and revenues within the fiscal year)
  - Financial Statements Independently Audited by a Certified Public Accountant (If organization received more than \$250,000 in annual support and revenues within the fiscal year)

\_\_\_\_\_  
Legal Name of Vendor

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

\_\_\_\_\_  
Vendor's Address

\_\_\_\_\_  
City / State / Zip Code

\_\_\_\_\_  
Signature of Authorized Officer / Date

\_\_\_\_\_  
Print Name / Title of Signer

\_\_\_\_\_  
Email

\_\_\_\_\_  
Vendor's EIN

Submit signed Certification with all attachments to the Mayor's Office of Contract Services  
Attn: Lishawn Alexander | CBO Analyst | Fax: (212) 312-0997 | Email: cbo@cityhall.nyc.gov

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Mayor's Office of  
Contract Services

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Lisette Camilo  
City Chief Procurement Officer and Director of Contract Services  
253 Broadway, 9th Floor  
New York, NY 10007  
212 788 0001 tel  
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### Certification of Exemption from Requirement to Register with the New York State Charities Bureau

This Certification may only be used by not-for-profit organizations that qualify for legitimate exemptions from the requirements to register with the Charities Bureau of the New York State Office of the Attorney General. If your organization qualifies for exemptions under the New York State Executive Law, Article 7-A, and the New York State Estates Powers and Trusts Law then an officer may affirm and certify the reason for exemption to the City of New York using this form. If your organization can check one of the exemption categories below, your organization qualifies for an exemption and should use this form. The City will use this information to determine responsibility and compliance with applicable State laws.

A MATERIALLY FALSE STATEMENT WILLFULLY OR FRAUDULENTLY MADE IN CONNECTION WITH THIS CERTIFICATION, AND/OR THE FAILURE TO CONDUCT APPROPRIATE DUE DILIGENCE IN VERIFYING THE INFORMATION THAT IS THE SUBJECT MATTER OF THIS CERTIFICATION, MAY RESULT IN RENDERING THE VENDOR NON-RESPONSIBLE FOR THE PURPOSE OF CONTRACT AWARD, AND A MATERIAL FALSE STATEMENT WILLFULLY OR FRAUDULENTLY MADE IN CONNECTION WITH THIS CERTIFICATION MAY SUBJECT THE PERSON MAKING THE FALSE STATEMENT TO CRIMINAL CHARGES.

#### The Vendor affirms the following (check or complete all that apply):

- Organization is incorporated under the Religious Corporations Law; or organization is another type of organization, but has a religious purpose. (Explain) \_\_\_\_\_
- Organization is operated/supervised/controlled by/in connection w/ a religious organization. (Explain) \_\_\_\_\_
- Organization is an educational institution or museum incorporated under the NY State Educational Law or by Special Act AND files annual financial reports with the Board of Regents.
- Organization is a library incorporated under the NY State Educational Law or by Special Act AND files annual financial reports with the NY State Department of Education.
- Organization is a Parent Teacher Association affiliated with an educational institution subject to the jurisdiction of the New York State Department of Education.
- Organization is an organization of volunteer firefighters, a volunteer ambulance service AND all fundraising is done by members without direct/indirect compensation.
- Organization is a chartered local post/camp/chapter/county unit of a veteran's organization, or auxiliary/affiliate thereof AND all fundraising is done by members without direct/indirect compensation.
- Organization is a government agency or is controlled by a government agency.
- Organization is not charitable because it is organized solely for the benefit of its members.  
(NOTE: if the organization holds \$25,000 or more in assets or receives \$25,000 or more in contributions per year, a detailed statement must accompany this certification, to explain how such organization is both organized for the benefit of its members and serving a public purpose.)

If your organization is exempt from the requirement to register with the NYS Charities Bureau, obtain verification of the exemption by emailing the agency **AND** submit **one original copy of the Certification of Exemption Form** to your contract manager

Name of Vendor \_\_\_\_\_

Signature of Authorized Officer / Date \_\_\_\_\_

Vendor's Address \_\_\_\_\_

Print Name / Title of Signer \_\_\_\_\_

City / State / Zip Code \_\_\_\_\_

Vendor's EIN \_\_\_\_\_

Sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_