NYC
HHS Accelerator

# Updating Filings in HHS Accelerator

Charitable organizations operating in New York State must file annual financial reports with the Attorney General's Office. Please note that the actual filing is with the Charities Bureau. The City requests a record of your filing to verify your organization is in compliance. The annual filings deadlines can be found at the end of this guide.

The HHS Accelerator System sends notifications to your organization prior to your CHAR500 expiring in the system. In order to maintain your Approved Status to compete for Health and Human Service contracts in New York City, it is important that your organization takes the appropriate action to stay current in its filings. If your organization does not upload the record of the filing to the system by the deadline, your Application Status in the system will change to Suspended.

Your organization can address this status change by uploading either the NYS Form Char500 (signed with 2 signatures) or a Char500 Extension Document. The extension document we accept is a copy of the email sent to charities.extensions@ag.ny.gov. The IRS Form 8868 is no longer accepted.

Uploading the Filing Document to the System

It is very simple to upload your filing document to the system to maintain your Approved Status. The filings document must be uploaded to the correct location in your Document Vault. You must be logged into your account to upload a new document to your Document Vault. Once logged in, click the **"Document Vault"** button at the top of the page to access your Document Vault.
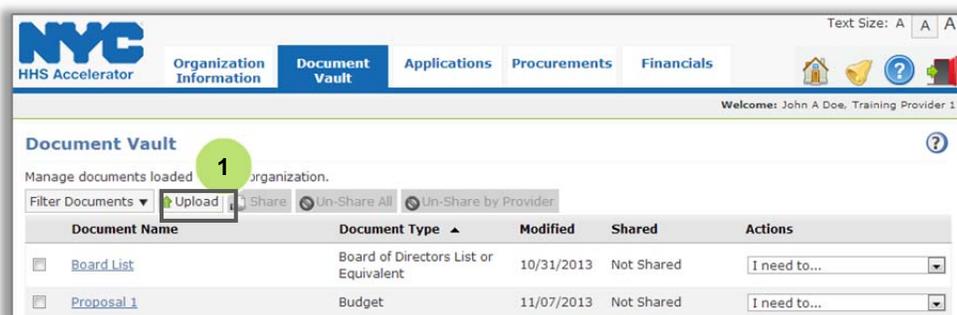
1. Click the **"Upload"** tab to upload a new document.

2. Select the Document Category **"Filings."**

3. Select the **"CHAR500 Document Type"** depending on the document you are uploading.

4. **"Select the File to Upload"** and upload the required document.

5. Enter the desired **"Document Name."**

*The **"Document Name"** field will default to the document's file name.*

6. Click **"Next."**

*The Period covered will automatically pre-populate.*

7. Click **"Upload Document."**

It is important that you create unique file names for new files uploaded to your Document Vault, as newly uploaded documents with duplicate file names will overwrite preexisting documents.

Upload Confirmation

Once the upload is complete, you will be redirected to your Document Vault and receive system confirmation of your successful upload.
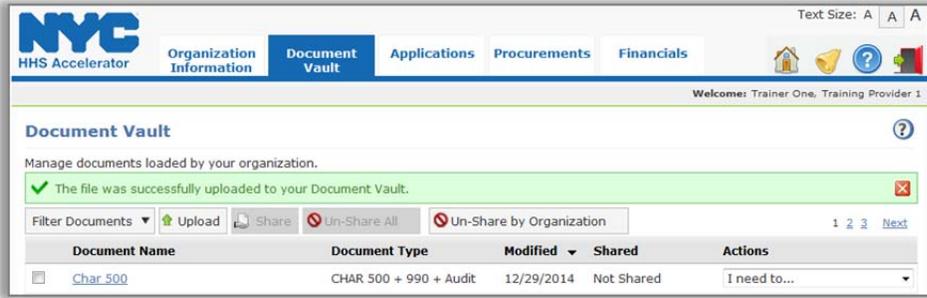
Once you have successfully updated the filings document to your vault, your provider status on the homepage will say Approved. The filings expiration warning will no longer appear. This is your confirmation.

Below are two charts that outline the required deadlines for filing based on your organization's filing type and fiscal year.

7A/Dual Annual Filings Deadlines to Submit Report on Completed Fiscal Year			
Month Fiscal Year Ends	Last Day of Fiscal Year	7A/Dual	7A/Dual Extension Expires
1	January 31	June 15 (same year)	December 15 (same year)
2	February 28	July 15 (same year)	January 15 (next year)
3	March 31	August 15 (same year)	February 15 (next year)
4	April 30	September 15 (same year)	March 15 (next year)
5	May 31	October 15 (same year)	April 15 (next year)
6	June 30	November 15 (same year)	May 15 (next year)
7	July 31	December 15 (same year)	June 15 (next year)
8	August31	January 15 (next year)	July 15 (next year)
9	September 30	February 15 (next year)	August 15 (next year)
10	October 31	March 15 (next year)	September 15 (next year)
11	November 30	April 15 (next year)	October 15 (next year)
12	December 31	May 15 (next year)	November 15 (next year)

EPTL Annual Filings Deadlines to Submit Report on Completed Fiscal Year			
Month Fiscal Year Ends	Last Day of Fiscal Year	EPTL	EPTL Extension Expires
1	January 31	July 31 (same year)	January 31 (next year)
2	February 28	August 31 (same year)	February 28 (next year)
3	March 31	September 30 (same year)	March 31 (next year)
4	April 30	October 31 (same year)	April 30 (next year)
5	May 31	November 30 (same year)	May 31 (next year)

6	June 30	December 31 (same year)	June 30 (next year)
7	July 31	January 31 (next year)	July 31 (next year)
8	August31	February 28 (next year)	August 31 (next year)
9	September 30	March 31 (next year)	September 30 (next year)
10	October 31	April 30 (next year)	October 31 (next year)
11	November 30	May 31 (next year)	November 30 (next year)
12	December 31	June 30 (next year)	December 31 (next year)