United Way Emerald Coast
Certified Community Partner Checklist

You will be asked to provide the following documentation:

_______ **IRS Determination Letter**
One-page letter that indicates that the organization is tax exempt under 501(c)3 of the Internal Revenue Code.

_______ **Articles of Incorporation**

_______ **Agency Bylaws**

_______ **Florida Charitable Solicitation Registration**
This document is a one-page document from the Department of Agriculture and Consumer Service that has the CH# and expiration date. If your organization is exempt from filing a Florida Charitable Solicitation Registration, please upload a letter from the Florida Department of Agriculture and Consumer Service explaining the exemption.

_______ **Most recently filed IRS Form 990or 990-EZ**
This should be the most recently completed fiscal year. If the organization is legally exempt from filing a 990, please upload documentation that explains the organization is not required to file.

_______ **Financial Audit (gross revenues $750k or more)**
All financial documents should be for the most recently-completed fiscal year. If gross revenue is $750,000 or more financial statements audited by an Independent CPA should be uploaded.

_______ **Board Approved Financial Statements or Financial Audit (gross revenues are below $750K or more)**
All financial documents should be for the most recently-completed fiscal year. If gross revenue is less than $750,000 financial statements reviewed and approved by the Board of Directors. Audited or reviewed financial statements are acceptable as well and can be used in place of internally prepared financial statements.

_______ **Patriot Act Compliance Form**
Anti-Terrorism Compliance form provided by United Way Emerald Coast.