



For Official Use Only

STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
 Public Charities
 165 Capitol Avenue
 Hartford, CT 06106
 Email: dcp.publiccharities@ct.gov
 Web site: www.ct.gov/dcp

Charitable Organization Renewal Notice

- The Charitable Organization Registration number you wish to renew must be entered on this form.
- **Attach the IRS Form 990, 990N, 990EZ or 990PF required for this renewal period.**
- A current Audit Report is required if the IRS Form 990 reported more than \$500,000 in gross revenue.
- A **fee of \$50.00** must accompany this notice. Checks should be made payable to “*Treasurer, State of CT.*” Add an additional \$25.00 for each month the renewal notice is received after the expiration date.
- Return this signed renewal notice and applicable attachments with the fee to the above address.
- **Only** completed renewal notices with all required attachments will be processed. **Do not** submit partial or incomplete documents.

Registration Number

Public Charity Registration Number to be Renewed	Expiration Date of Registration

Organization Information

Name of Charitable Organization			
Street Address		City	
State	Zip Code		
FEIN	Fiscal Year End	Email Address	
Mailing Address (if different than above)			
Name			
Street Address		City	
State	Zip Code		

Certification

Two persons authorized by the organization must sign this renewal notice. By signing this renewal notice, the two authorized officers of the organization certify that the statements and documentation are true and correct to the best of their knowledge.

Signature	Printed Name	Date
Signature	Printed Name	Date