Wisconsin Registration to Solicit Donations

All Charitable organizations that collect over $25,000 in solicited or unsolicited contributions need to be registered with the Wisconsin Department of Safety and Professional Services BEFORE they solicit funds. If you solicit funds from entities located in another state, you must also register in that state.

**Important Terms**

* Charitable Organization-An organization that is tax exempt under section 501(c)3 of the internal revenue code. Your PTA is a charitable organization.
* Solicit-To ask in any form for funds to be used to benefit a charitable organization
* Contributions - Your gross income from public sources, including the value of donated new merchandise

**Not included in contributions**

* Membership dues
* Fees
* Gaming income (bingo or raffles)
* Government grants
* Value of donated used clothing or household items
* Interest income

Your contribution income is your *Gross* income + the value of *donated new merchandise* – income *not included in contributions.*

**Registration to Solicit FAQ** <https://www.wdfi.org/CharitableOrganizations/faq.htm>

**Not sure if you are registered?**

* If you would like to look up your license click here: <https://www.wdfi.org/ice/berg/Registration/Search.aspx>

**What if I have NEVER registered before?**

Fill out and submit Form# 296

You will also need to supply these items with your **initial** registration:

* Charter
* Local PTA Bylaws
* Articles of Incorporate, if applicable
* Wisconsin PTA Letter of Determination
* Verification of good standing letter
* The registration fee of $15
* If you received contributions over $25,000 in the previous year, you must include that year's annual report or affidavit of exemption.
* Your charter, Letter of Determination and verification letter were provided to all units by WI PTA. Please check your records before requesting a duplicate copy from the state office.

**Annual Responsibilities**

**Renewal:** Your registration needs to be renewed every year by **August 1**. You will receive a reminder in the mail. After August 1, late fees will apply. *If you do not renew by* ***October 1,*** *your organization will lose its registration to solicit and you will need to reapply.*

**Reporting:** Every registered unit needs to file either an annual report or an exemption from reporting with the State of Wisconsin. All reports are due within one year after the end of the fiscal year.

**Which reporting form do I use?**

* If your income is regularly **under $25,000** and you are not registered, you do not need to report.
* If your income was **under $25,000**, but you are registered, use *Form# 1943 Affidavit in Lieu of Annual Financial Report*
* If your income was **between $25,000 and $50,000 and you solicited only in the county your PTA is located** in, you are exempt from reporting, use *Form# 1943 Affidavit in Lieu of Annual Financial Report.*
* If your income was **between $25,000 and $50,000 and you solicit in more than one county,** use *Form# 308 Charitable Organization Annual Report.* If your income was **between $50,000 and $200,000**, use both *IRS Form 990EZ* and *Form# 1952 Supplement to Financial Report.* If your income was **over $100,000** also submit an audited financial statement.

**Where can I find the forms?**

Registration and Report Forms & instructions: <http://www.wdfi.org/CharitableOrganizations/forms.htm>

**Contact information:**

Mail applications to:

DFI – Licensed Financial Services

PO Box 7879

Madison, WI 53707-7879

Physical address:

201 W. Washington Ave

Suite 300

Madison, WI 53703

Website:

<https://www.wdfi.org/CharitableOrganizations/default.htm>

Phone:

1-608-267-1711

Fax: 1-608-267-6813