



# NEW PAYEE INFORMATION

In order to receive funds from the NYS Education Department, **ALL SECTIONS** of this form will need to be completed and returned with **original signature** to the Education Department program office as part of your grant application.

## Section I: Institution Identifying Information

**Exact** Legal Name of Agency

Contact Person/Telephone Number

Please print or type	Business name, (if different from above )
	Payment/Fiscal Agent (if different from above)
	Address (number, street, and apt. or suite no.) to which checks will be mailed
	City, State, and ZIP code (+ 4 digits) or Foreign City, Country & Postal Code

**Federal Employer Identification Number (FEIN) of this agency is:**   -

\* Provide FEIN of recipient agency regardless of payment/fiscal agent

**Municipality Code (if agency is a local government):**

## Section II: Agency Profile

- This agency is a (check one)  Non-Profit Organization  For Profit Organization
- This agency is a (check one)  Sectarian Organization  Non-sectarian Organization
- Is this agency chartered or incorporated by the New York State Board of Regents? (Check one)  Yes  No
- Is any member of the Board of Directors an employee of the NYS Education Department?  
 Yes, please name \_\_\_\_\_  No

## Section III: Charity Registration Number Status (NON-PROFIT ORGANIZATIONS ONLY)

Answer **ONE** of the four questions listed below.

- The charity registration number (**NOT** a tax exempt or Federal ID number) of this organization is:  
\_\_\_\_\_.
- This organization has applied for a charity registration number from the Department of State but has not as yet been notified of the authorized number granted.
- This organization is exempt from the requirement of registering with the Department of State as a charitable organization because it receives less than \$25,000 in total from governmental agencies.



Complete **all sections** of the form in accordance with the instructions indicated below.

**Section I: Institution Identifying Information**

self-explanatory

**Section II: Agency Profile**

**Question 1:** Self-explanatory.

**Question 2:** A sectarian organization is defined as one which is affiliated with a particular religious group. A non-sectarian organization has no religious affiliation.

**Question 3:** "Chartered or incorporated" here means created by the NYS Board of Regents.

**Question 4:** Self-explanatory.

**Section III:**

Article 7-a of the Executive Law requires that, with certain exemptions, non-profit organizations which receive funding of \$25,000 or more in total from governmental agencies must register with the Department of State as a charitable organization.

**Office of the State Comptroller Bulletin No. G-79 (SEE ATTACHMENT #1)** clarifies the procedure for providing charities registration information for State contracts with non-profit organizations. The Summary of Exemption Categories (also attached) lists the various bases for exemption.

In order for the New York State Education Department to comply with the provisions of Bulletin No. G-79, you are requested to read the Bulletin and the Summary of Exemption Categories and to then answer **ONE** of the four questions included in Section II.

**Section IV:**

Be sure to complete this section with an original signature.

**NOTE:**

If any of the information provided here changes, please be sure to notify the Program Office to which your grant application was sent.

# Office of the New York State Comptroller

H. Carl McCall, State Comptroller



## Procurement and Disbursement Guidelines

### Bulletin No. G-79

August 22, 1988

### Contracts with Non-Profit Organizations

The purpose of this bulletin is to clarify the procedure for providing charities registration information for State contracts with non-profit organizations. This bulletin supersedes Procurement and Disbursement Guidelines' Bulletin G-72 dated April 1, 1988.

Article 7-a of the Executive law requires, with certain exemptions, that non-profit organizations which receive funding of \$25,000 or more in total from governmental agencies must register with the Department of State as a charitable organization. Section 172-a of Article 7-a sets forth categories of organizations that are exempt from registration. [A copy of the Department of State's summary of exemption categories regarding charitable registrations is attached.](#)

Effective immediately, contracts submitted for non-profit organizations which receive funding of \$25,000 or more in total from governmental agencies must submit one of the following:

1. The organization's charitable registration number. This number must be inserted in the "provisions" section of the AC 340 Contract Encumbrance form accompanying the contract.
2. A statement from the contractor (non-profit organization) that the organization is exempt pursuant to one of the categories indicated on the Department of State's Summary of Exemption Categories. The statement should list the specific category why they are exempt.
3. A statement from the contractor (non-profit organization) that they have applied for a registration number from the Department of State.

If you have questions regarding the statutory requirements for registration, or to verify the status of a provide organization, contact:

Department of State  
Office of Charities Registration  
162 Washington Avenue  
Albany, NY 12231  
(518)474-3720

If you have questions regarding this bulletin, contact:

Office of the State Comptroller  
Bureau of State Expenditures  
110 State Street, 10<sup>th</sup> Floor  
Albany, NY 12236  
(518)474-4868

DEPARTMENT OF STATE  
SUMMARY OF EXEMPTION CATEGORIES  
REGARDING CHARITABLE REGISTRATION

1. A Corporation organized under the Religious Corporations Law, and other religious agencies and organizations, and charities, agencies, and organizations operated, supervised or controlled by or in connection with a religious organization;
2. an Education Institution, that confines solicitation to its student body, alumni, faculty and trustees and their families or such institution or Library registered with the State Education Department (SED), provided that the annual financial report of such institution or library shall be filed with the SED, where it shall be open for public inspection;
3. a Fraternal, Patriotic, Social or Alumni Organization or Historical Society chartered by the NYS Board of Regents, when solicitation of contributions is confined to its membership;
4. a Person requesting contributions for the relief of an individual, specifically named at time of solicitation, providing all contributions are turned over the named beneficiary;
5. an Organization that solicits or receives less than \$25,000 in contributions during its fiscal year (regardless of the total amount received from a community chest or united fund) provided all fund raising functions are carried on by persons who are unpaid for such services;
6. a Local Post, Camp, Chapter or County Unit of a Bona Fide Veterans or Volunteer Firefighters or Ambulance Service (as defined by 3001, Public Health Law) or its Auxiliary or Affiliate, providing all fund raising is done by members for no compensation; or
7. an Organization that receives (substantially) all of its funds from a single government agency to which it reports annually, providing the report contains financial information similar in content to that required by the Department and not more than \$25,000 is received from sources other than the agency to which it reports;
8. a Governmental or Quasi-Governmental Agency. This exemption category is not specified in law but is supported by one or more Attorney General rulings. The Office of Charities Registration's traditional position is that registrants are drawn from the not-for-profit community and that this group could not rationally include a governmental body.