



COMMISSIONER OF THE REVENUE

810 Union Street Norfolk, VA 23510

Phone: 757-664-7886

Email: CORBT@NORFOLK.GOV

CHARITABLE SOLICITATION APPLICATION

INSTRUCTIONS

Please submit application to the Commissioner of the Revenue via email, mail, or in person. **This application must be approved before it is considered as an acceptable filing in the City of Norfolk. We are unable to process incomplete applications.**

ORGANIZATION NAME & ADDRESS

Name of Organization: _____

Purpose for which organized: _____

Principle Address of Organization: _____ City: _____ State: _____ Zip: _____

Address(s) of Norfolk Office(s):

_____ City: _____ State: _____ Zip: _____

_____ City: _____ State: _____ Zip: _____

ORGANIZATION DESIGNATION

Designated Agent for Service of Process: _____

If no official office, please provide the name and address of the person having custody of financial records:

Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

ORGANIZATION AFFILIATES

Name of any branch chapter of affiliate in City of Norfolk: _____

Address: _____ City: _____ State: _____ Zip: _____

Date and Location of legal establishment of organization: _____

Form of organization Select One Category: ☐ Partnership ☐ Corporation ☐ LLC ☐ Other: _____

ORGANIZATION IRS STATUS

Tax exempt status (provide IRS copy): _____

Members: (Use additional sheets if necessary)

Choose an item.: Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Choose an item. Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Choose an item. Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

ORGANIZATION PURPOSE

Purpose(s) for which solicited contributions will be used: _____

Name(s) under which organization intends to solicit: _____

Names(s) of individual(s) who will have final responsibility for custody of contributions: _____

Names of officers, solicitors or fund-raisers who have ever been convicted of a felony and the pertinent fact behind the conviction:

Per Norfolk City Code Chapter 40, Section 40-24, Attach a copy of current year's balance sheet and income statement with an opinion of independent public accountant for the organization's immediately preceding fiscal year.

OR

Attach a copy of financial statement certified by independent public accountant covering complete information as to preceding year's fund-raising activities showing kind and amount of funds raised.

Attach a statement showing the following:

- a. Percentage of gross amount collected annually which is paid to professional solicitor(s)
- b. Percentage of amount received directly from public for preceding fiscal year paid for all fund-raising expenses.

Does the organization intend to:

☐ Solicit directly from the public ☐ have such done on its behalf by others?

Is the organization authorized to solicit by any other governmental agency in Virginia? ☐ YES ☐ NO

If yes, what is the name of the governmental agency? _____

Has any officer, solicitor or fund-raiser ever been enjoined by a court or otherwise prohibited from soliciting in any jurisdiction in Virginia? ☐ Yes ☐ No If yes, give details: _____

I further understand that the penalties involved for making a false statement is a Class 1 misdemeanor and is punishable by a fine of not more than \$2,500.00 and/or jail for not more than twelve (12) months. This application must be refiled by the 1st of April, each fiscal year that the organization is engaged in solicitation activities within the City of Norfolk.

(Printed Name of Applicant)

(Signature of Applicant)

(Date)

Subscribed and sworn before me this _____ *day of* _____, 20____, *by* _____

(Name of Applicant)

(Notary Public)

Commission #

My commission expires: _____

OFFICE USE ONLY		
\$10.00 Payment submitted to Treasurer: <input type="checkbox"/> YES <input type="checkbox"/> NO By: _____ Date: _____		