



Desired Company Name 1: _____

Desired Company Name 2: _____

Desired Company Name 3: _____

Identify 3 Officers: Typically a president, treasurer, and secretary. You will need their full mailing address.

President: _____

Mailing Address: _____

City and State: _____

Phone Number: _____

Secretary: _____

Mailing Address: _____

City and State: _____

Phone Number: _____

Treasurer: _____

Mailing Address: _____

City and State: _____

Phone Number: _____

Nonprofit Mailing address that the public will see: We always recommend a virtual mailing address for \$10 a month, or \$99 a year but this service is optional. **Leave blank if you want to order a virtual mailing address.**

Nonprofit Phone number for the public to use: You can create and use a google voice #

<https://voice.google.com/> _____

Mission Statement:

See pages 3 &4
below for examples



Logo: Optional, but strongly recommended: We recommend [logo genie](#) or [fiverr](#).

Google voice #: <https://voice.google.com/>

Website: Highlighting what you do, the work that you're currently doing, or have done to fulfill your mission. You can use a free website provider like wix.com but you will need to pay for a domain name (your address on the internet).

Letterhead: Used to request sales tax exemption from the state & other business correspondence. You can order the small 15 page packet from [Vistaprint](#) to get started. ** Tip, Vistaprint also has logos.

To qualify for exemption as a section 501(c)(3) organization, you must be organized and operated exclusively to further one or more of the following purposes.

- Charitable
- Religious
- Educational
- Scientific
- Literary
- Testing for public safety
- Foster national or international amateur sports competition
- Prevention of cruelty to children or animals

To qualify for exemption as a section 501(c)(3) organization, you must:

- Refrain from supporting or opposing candidates in political campaigns in any way.
- Ensure that your net earnings do not inure in whole or in part to the benefit of private shareholders or individuals (that is, board members, officers, key management employees, or other insiders).
- Not further non-exempt purposes (such as purposes that benefit private interests) more than insubstantially.
- Not be organized or operated for the primary purpose of conducting a trade or business that is not related to your exempt purpose(s).
- Not devote more than an insubstantial part of your activities attempting to influence legislation or, if you made a section 501(h) election, not normally make expenditures in excess of expenditure limitations outlined in section 501(h).

I understand that I have not been guaranteed or promised that the IRS will grant me tax exemption. The IRS is the only one that can determine or grant my organization with nonprofit status. **PLEASE READ & SIGN**

I understand & agree that Howard Tax Prep LLC is providing me with entity creation, EIN, bylaws, & the completion of the IRS tax exemption form on my behalf. **PLEASE READ & SIGN**



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MISSION STATEMENTS convey the purpose of the organization and why it exists. The casual visitor to your website or reader of your brochure needs to immediately understand why you exist and who you serve.... Think of your nonprofit mission statement as your value proposition to potential supporters and partners. Here are some examples of mission statements by mainstream companies.

Dress for Success- "To promote the economic independence of disadvantaged women by providing professional attire, a network of support and the career development tools to help women in work, and in life.

R U 4 children- "Nourish the Hungry, Inspire the Broken, Connect the World."

MADD "To stop drunk driving, support the victims of this violent crime and prevent underage drinking."

Feeding America- "To feed America's hungry through a nationwide network of member food banks and engage our country in the fight to end hunger."

The Girl Effect "Leveraging the unique potential of adolescent girls to end poverty for themselves, their families, their communities, their countries, and the world."

Livestrong "We improve the lives of people affected by cancer now."

Foster Youth in Action-"Foster Youth in Action (FYA) builds the skills of foster youth to organize and advocate for change."

Autism Speaks-"To change the future for all who struggle with autism spectrum disorders."

Big Brothers Big Sisters-"Provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever."

Greenpeace-"We defend the natural world and promote peace by investigating, exposing and confronting environmental abuse, and championing environmentally responsible solutions."

American Heart Association-"To build healthier lives, free of cardiovascular diseases and stroke."

Mercy Corps-"Alleviate suffering, poverty, and oppression by helping people build secure, productive and just communities."

Charity: Water-"Bringing clean and safe drinking water to people in developing nations."

TED-"Spread Ideas."

The Trevor Project-" To end suicide among gay, lesbian, bisexual, transgender and questioning young people."



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NPR- "Story by story, we bring you the world."

Alex's Lemonade Stand- "To raise money and awareness of childhood cancer causes, primarily for research into new treatments and cures, and to encourage and empower others, especially children, to get involved and make a difference for children with cancer."

The Humane Society- "Celebrating Animals, Preventing Cruelty."

Diabetes Sisters- "To improve the health and quality of life of women with diabetes and to advocate on their behalf."

Greenpeace- "We defend the natural world and promote peace by investigating, exposing and confronting environmental abuse, and championing environmentally responsible solutions."

College Bound Opportunities - "College Bound Opportunities mentors economically disadvantaged students to unleash their potential, graduate college, pursue meaningful professions, and inspire others to follow in their footsteps."

Human Rights Watch- "Defends the rights of people worldwide."

Wings of Hope- "To deliver humanitarian programs to the poor and underserved so they can hope for a better future. Instead of simply providing charity, we work side by side with communities as they work toward self-sufficiency."

Girl Scouts- "Girl Scouting builds girls of courage, confidence, and character, who make the world a better place."

Stroke Association- "Build healthier lives, free of cardiovascular diseases and stroke."

Keep America Beautiful- "We inspire and educate people to take action every day to improve and beautify their community environment."

Teach for America- "Growing the movement of leaders who work to ensure that kids growing up in poverty get an excellent education."

ALS Association- "Leading the fight to treat and cure ALS through global research and nationwide advocacy while also empowering people with Lou Gehrig's Disease and their families to live fuller lives by providing them with compassionate care and support."

Bright Pink- "To save women's lives from breast and ovarian cancer by empowering them to live proactively at a young age."

Watts of Love- "Watts of Love is a global solar lighting nonprofit bringing people the power to raise themselves out of the darkness of poverty."

Prevent Child Abuse America- "To prevent the abuse and neglect of all children in the United States."



HOWARD TAX PREP LLC CREDIT CARD AUTHORIZATION FORM

I _____ Sign and complete this form to authorize Howard Tax Prep LLC/Trudy M. Howard to charge my credit/debit card for the **NON-REFUNDABLE** items listed below. I certify that I am an authorized user of this credit/debit card, and that I will not dispute the payment with my card/bank issuer; so long as the transaction corresponds to the terms indicated in this form. I further certify that I have received a copy of the refund policy, & understand the terms _____ (Initial).

By signing this form, you give Howard Tax Prep LLC/Trudy M Howard permission to charge your credit card for the items listed below, in the amount of _____, on (or after) the indicated date. This is permission for a 1 time only charge, unless otherwise agreed upon in writing with a new contract, and does not provide authorization for any unrelated debits or credits to your account. **By completing and signing this form, I acknowledge that the fees, once charged, are non-refundable.** _____ (Initial).

Cardholder Name: _____

Billing Address: _____

- Bookkeeping (non-refundable)
- Payroll (non-refundable)
- Business Tax Planning (no refunds)
- Tax Monitoring Services
- Entity Creation (non-refundable)
- Tax Debt Resolution (no refunds)

Account Type: <input type="radio"/> Visa <input type="radio"/> Mastercard <input type="radio"/> Amex <input type="radio"/> Discover	Credit card #:
Expiration Date:	Cvv # 3 digits on the back of card:

Authorized Amount to be charged one time _____

SIGNATURE _____ DATE _____

I authorize the above named business to debit the credit card indicated in this authorization form according to the terms outlined above. This recurring monthly payment authorization is for the non-refundable goods/services described above, for the amount indicated above only. I certify that I am an authorized user of this credit card account, and that I will not dispute the payment with my card issuer/bank; so long as the transaction corresponds to the terms indicated in this form.

Office Use Only

Transaction #:	Invoice #	Agent Initials